



TABLE NO. 1

DISTANCE IN FEET BETWEEN  
THE EXTREMES OF ANY TWO  
OR MORE CONSECUTIVE AXLES  
CONSECUTIVE AXLES

MAX. WEIGHT IN POUNDS BETWEEN  
THE EXTREMES OF ANY TWO OR  
MORE

	2 AXLES	3 AXLES	4 AXLES	5&6 AXLES
4.....	34,000			
5.....	34,000			
6.....	34,000			
7.....	34,000			
8.....	34,000	34,000		
9.....	39,000	42,500		
10.....	40,000	43,500		
11.....	40,000	44,000		
12.....	"	45,000	50,000	
13.....	"	45,500	50,500	
14.....	"	46,500	51,500	
15.....	"	47,000	52,000	
16.....	"	48,000	52,500	58,000
17.....	"	48,500	53,500	58,500
18.....	"	49,500	54,000	59,000
19.....	"	50,000	54,500	60,000
20.....	"	51,000	55,500	60,500

21.....	"	.....51,500.....	56,000.....	61,000
22.....	"	.....52,500.....	56,500.....	61,500
23.....	"	.....53,000.....	57,500.....	62,500
24.....	"	.....54,000.....	58,000.....	63,000
25.....	"	.....54,500.....	58,500.....	63,500
26.....	"	.....55,500.....	59,500.....	64,000
27.....	"	.....56,000.....	60,000.....	65,000
28.....	"	.....57,000.....	60,500.....	65,500
29.....	"	.....57,500.....	62,000.....	66,000
30.....	"	.....58,500.....	62,000.....	66,500
31.....	"	.....59,000.....	62,500.....	67,500
32.....	"	.....60,000.....	63,500.....	68,000
33.....	"	.....	64,000.....	68,500
34.....	"	.....	64,500.....	69,000
35.....	"	.....	65,500.....	70,000
36.....	"	.....	66,000.....	70,500
37.....	"	.....	66,500.....	71,000
38.....	"	.....	67,500.....	72,000
39.....	"	.....	68,000.....	72,500
40.....	"	.....	68,500.....	73,000
41.....	"	.....	69,500.....	73,500
42.....	"	.....	70,000.....	74,000
43.....	"	.....	70,500.....	75,000
44.....	"	.....	71,500.....	75,500
45.....	"	.....	72,000.....	76,000
46.....	"	.....	72,500.....	"
47.....	"	.....	73,500.....	"
48.....	"	.....	74,000.....	"
49.....	"	.....	74,500.....	"
50.....	"	.....	75,500.....	"
51.....	"	.....	76,000.....	"

Any vehicle desiring to cross the Cat Creek Bridge may be stopped and prohibited from crossing if the security guards or the Contracting Officer's Technical Representative (COTR) have reason to believe that the bridge limits may be exceeded. Verification of acceptable vehicle weights can be satisfied by:

- a. Being escorted by the COTR to and crossing the Commonwealth of Virginia State Scales at New Church, Virginia, or
- b. Demonstrating the actual weight by use of portable scales, or
- c. Providing vehicle weight slips from a state certified scale which can be reasonably correlated to the load on the vehicle in question.

Special one time arrangements may be requested for loads which cannot meet the above limit or for vehicles that do not fall into one of the indicated categories. Prior arrangements must be requested 10 workdays in advance by providing to the Contracting Officer the following information:

- a. Rationale as to why the load cannot be subdivided to meet the bridge design limits.
- b. Axles spacing and loads per axle.

The Government will require 5 working days to provide a response either permitting or denying permission allowing an overweight vehicle to cross the Cat Creek Bridge, Wallops Island Causeway.

(End of Clause)

#### **H.7 REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFEROR (GSFC 52.215-90) (NOV 1999)**

In accordance with FAR 15.204-1(b), the completed and submitted Section K, "Representations, Certifications, and Other Statements of offeror", are incorporated by reference in this resulting contract.

(End of Clause)

#### **H.8 SAFETY AND HEALTH--ADDITIONAL REQUIREMENTS (GSFC 52.223-91) (OCT 1998)**

(a) Purpose. This clause establishes certain additional safety and health requirements as contemplated by NASA FAR Supplement (NFS) clause 1852.223-70, "Safety and Health", of this contract.

(b) Other safety and health requirements. (1) In addition to compliance with all Federal, state, and local laws as required by paragraph (a) of NFS clause 18-52.223-70, the Contractor shall comply with the following:

The immediate notification and prompt reporting required by paragraph (c) of clause 1852.223-70 shall be to the to the Goddard Space Flight Center Safety and Environmental Branch, Code 205.2, and to the Contracting Officer. This should be a verbal notification and confirmed by FAX or e-mail. This notification is also required for any unsafe or environmentally hazardous condition associated with Government-owned property that is provided or made available for the performance of the contract.

(c) Safety and health plan.

The Contractor shall implement the safety and health requirements of this contract in accordance with the Safety and Health Plan incorporated as Attachment J-4 of this contract.

(End of Clause)

#### **H.9 PHASE-IN PERIOD (GSFC 52.237-96) (OCT 1988)**

The Contractor shall assume full contract responsibility for all of the requirements of this contract on the 61<sup>st</sup> day. During the period of the first 60 days, the Contractor shall accomplish phase-in and training of Contractor personnel as required for the assumption of full contract responsibility. The Contractor shall not charge the Government nor be reimbursed for costs incurred for phase-in and training during said phase-in period in excess of \$ 163,231.00. During Phase-In the offeror shall develop and deliver to the Government an Organizational Conflict of Interest (OCI) Avoidance Plan.

(End of Clause)

#### **H.10 SUBCONTRACTS (52.244-2) (AUG 1998)--ALTERNATE I (AUG 1998)**

(a) Definitions. As used in this clause--

"Approved purchasing system" means a Contractor's purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

"Consent to subcontract" means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

"Subcontract" means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) This clause does not apply to subcontracts for special test equipment when the contract contains the clause at FAR 52.245-18, Special Test Equipment.

(c) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (d) or (e) of this clause.

(d) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that--

- (1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or
- (2) Is fixed-price and exceeds--

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(e) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

- (1) Professional and consultant costs as defined at FAR 31.205-33.

(2) Design or construction subcontract for any item of facilities on the Government installation.

(f)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (c), (d), or (e) of this clause, including the following information:

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting--

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c), (d), or (e) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (f)(1)(i) through (f)(1)(iv) of this clause.

(g) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination--

- (1) Of the acceptability of any subcontract terms or conditions;

- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the

Contractor of any responsibility for performing this contract.

(h) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(i) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(j) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(k) Paragraphs (d) and (f) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

"None"

(End of clause)

#### ***H.11 REPORT OF NASA-GSFC VEHICLES (GSFC 52.251-90) (JUN 1999)***

The Contractor shall prepare a monthly report using GSFC Form 26-5 "Report of NASA/GSFC Vehicles" for each general purpose motor vehicle that is assigned and provided to the Contractor under the terms of this contract. "Assigned" means provided to the Contractor for a period of 30 or more consecutive days.

The report shall be submitted to the **Logistics Transportation Management Branch, Code 234**, with a copy to the Contracting Officer. The report(s) are due no later than the 15th day of the month following the reporting month.

(End of Clause)

#### ***H.12 LIMITATION OF FUTURE CONTRACTING (1852.209-71) (DEC 1988)***

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5-Organizational Conflicts of Interest.

(b) The nature of this conflict is designing and planning new facilities or facility systems or equipment in which the Contractor has the opportunity to favor its own services or to gain an otherwise competitive advantage. This does not include the requirements in Section 2 of the SOW.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time as agreed to by the Contracting Officer and the Contractor sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not use them to compete with those other companies.

(End of Clause)

### **H.13 TASK ORDERING PROCEDURE**

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
- (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
- (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 15 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request. When the Government issues a request for a "task plan" to the Contractor in accordance with this clause, the Contractor shall prepare its estimate of the labor hours, labor categories, and other direct costs required to perform the task order requirements. The Contractor shall use the labor categories and rates listed in Attachment J-6 to calculate the proposed target cost to perform the task order requirements.

The Contractor agrees that only those appropriate labor rates found in the applicable Attachment shall be used to calculate and negotiate the target costs for all task orders issued in accordance with the "Task Ordering Procedure" clause of this contract.

The Government and Contractor agree that the incentive fee percentages and share ratios specified in Attachment J-6, which will be part of the contract, shall be used to calculate the target, minimum, and maximum incentives fees on all task orders issued in accordance with this clause.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

- (1) Date of the order.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) Accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order that includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) Task Orders with an estimated dollar value of less than or equal to \$2,500 may be issued by the COTR(s) in an expedited and simplified manner by a work order.

(i) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(j) All Task Orders shall be assigned a level of difficulty based on the following description:

- Level 1: Tasks of this nature are relatively routine and uncomplicated. Completion at a low cost and in a timely fashion is important.
- Level 2: Tasks of this nature are moderately complex and are not considered routine. Quality and customer satisfaction are more important than cost, and schedule may or may not be important.
- Level 3: Tasks of this nature are complex and non-routine. Meeting the defined schedule is important as controlling costs but technical performance is most important.

(End of Clause)

#### **H.14 CRITICAL POSITIONS AND QUALIFICATIONS**

The Contractor's critical personnel assigned to the performance of this contract, as set forth in Attachment

J--9, shall satisfy, as a minimum, the applicable labor category qualifications, both education and experience as required in the performance of this contract. If during the performance of this contract, the Government issues task order(s), or the Contractor revises their approach, which requires any changes to the critical positions identified in the Attachment, the Attachment may be modified appropriately by mutual agreement of the parties to this contract. Further, whenever in the opinion of the Contractor it may be necessary to employ personnel who do not meet personnel qualifications and experience requirements, a written waiver may be granted upon written request by the Contractor, substantiated by appropriate data and information to support the assignment of such personnel, if in the opinion of the Contracting Officer, it is in the best interest of the Government.

(End of Clause)

#### **H.15 WORK BREAKDOWN STRUCTURE**

The Contract Work Breakdown Structure (CWBS) identified as Attachment J-8 to this contract shall provide the basis for all NASA Form 533 series reporting. Detail reporting requirements and levels are specified in the financial management reporting requirements contained in this contract.

During this contract, the CWBS diagram and supporting summary task description shall be updated by the Contractor, as necessary, to reflect negotiations, new work, modifications/changes, changes in work element distribution, and configuration changes. Contractor revisions to the baseline CWBS shall be incorporated in the summary task description, shop order listing, and progress reporting within 30 days after CWBS revision. Such updating and changes shall be accomplished in accordance with NPG 7120.5A, and shall be distributed as follows:

<u>No. of Copies</u>	<u>Addressee</u>	<u>Code</u>
1	Contracting Officer	218
1	Technical Officer	200

The Contractor shall be responsible for traceability of subcontractor data supporting its CWBS elements. The Contractor may establish with a subcontractor any CWBS that permits the prime Contractor to fulfill its CWBS requirements and that provides adequate control of the subcontract.

(End of Clause)

#### ***H.16 CONDITIONS FOR PERFORMANCE OF COMMERCIAL AND MARKETING ACTIVITIES***

For the purpose of this contract, commercial and marketing activities are defined as any activities which are to be performed using Government furnished property or WICC contractor personnel which are not covered by the Baseline or IDIQ task order in accordance with Attachments **J-1&2**, Statement of Work w/appendix.

To perform any activities as defined herein, the Contractor shall submit a plan for the performance of such efforts to the Contracting Officer. This plan shall be approved in writing by the Contracting Officer and other Government personnel so designated by the Contracting Officer, as necessary, prior to the commencement of any of the proposed activities. The approval shall be effected as soon as possible based on the nature and extent of the plan, and shall include, as applicable, any terms and conditions applicable to the performance of such efforts. The performance of commercial and marketing activities shall be planned and executed, to the maximum extent practicable, within the contract periods defined elsewhere in this schedule. All activities under this clause shall be performed in accordance with the Center's or WFF's safety, health, environmental, and other applicable installation policies and procedures.

The Contractor's use of such property for such purposes shall not exceed 25 percent, and shall be subject to the terms and conditions of this contract, as well as the following terms and conditions. Unless otherwise specifically provided, any inconsistency between the contract's terms and conditions, and those set forth below shall be resolved in favor of the contract's standard terms and conditions.

(a) Neither the Contractor, its subcontractors, nor its customers may make any representation in any promotional, advertising, or other material which may be construed as an endorsement by NASA, Goddard Space Flight Center, of any product or service provided through the Contractor's non-Government use of the designated property, or which may seek to obtain commercial advantage by the fact of Wallops' approval of this arrangement.

(b) The Contractor's non-Government use shall be established that reimbursement to the Government is made in accordance with the rates established for these activities.

(c) The Government recognizes the benefit it derives from the Contractor's non-Government use of designated property through rental receipts under this contract and that this benefit through

the Contractor's ability to provide non-Government use services to its customers is dependent upon the reliability of the Contractor's access to the designated property. The Government will use reasonable efforts in attempting to mitigate any conflict with the Contractor regarding its non-Government use of designated property.

(d) This approval shall be effective for a period of one year, but may be extended by the Government. The Contracting Officer shall have the authority at any time to withdraw the permission granted by this clause for non-Government use of the designated property, in whole or in part, either due to (1) termination of any portion of this contract, (2) removal of any designated property from this contract as Government-furnished property, (3) actual or projected use of any such property for non-Government use which may or will negatively affect performance under this contract, however such effect need not rise to the level of the Contractor's default with respect to any duty owed under this contract,

(4) any use which adversely affects non-contract Wallops operations, or (5) for the Contractor's failure to comply with any provision of this contract related to non-Government use, whether or not a material requirement of this contract.

1. The following property is hereby authorized for non-Government use under the conditions set forth in this contract:

**See Attachment J-3**

2. The following terms and conditions shall apply to the Contractor's non-Government use of the designated property.
  - (a) Non-Government use of the designated property may not interfere with the Contractor's performance of any requirements under this contract nor may it interfere with the Government's right of access to, and use of, said property which the Government hereby reserves. Such requirements include support of NASA's mission, the WICC requirements, WFF tenant interests, the planned current and future use of the property as well as private organizations. The Contractor may not use any of its non-Government work being performed by such use of the designated property as a basis for challenging the Government's issuance of work requirements as being outside the scope of this contract.
  - (b) At the termination of the contract period, the continued use of IAGP or any other Government property shall be as negotiated with NASA. It is NASA's intent to honor the completion of any commercial activities if the terms and conditions of a reimbursable or other agreement can be reached in the interest of both parties, and any other party such as a successor WICC
  - (c) Contractor, which has an interest in the use of any affected Government property.
3. The Contractor may exercise its right of non-Government use through subcontractors under this contract. However, any arrangement with outside customers must reflect the limitations of the Government's liability as set forth herein with regard to all such use. This arrangement shall not be construed as a third party beneficiary arrangement for any subcontractor or customer, and the Contractor shall provide express notice to each subcontractor and customer that the United States bears no liability with regard to any such arrangement.
4. The Government shall have no obligation to maintain the operational status of the facilities located at Wallops Flight Facility for purposes of enabling non-Government use at any particular time. The government will make reasonable effort to notify the Contractor in advance of any condition which may affect its non-Government use, such as, but not limited to, power outages and emergency or unusual facility access restrictions.
5. In the event the Contractor's non-Government use of the designated property adversely affects any Wallops operation, the COTR shall notify the Contractor, and the Contractor shall immediately implement the remedial action directed by the Contracting Officer, which may include suspension of the specific non-Government use.
6. The Contractor shall be under no obligation to make any payment to the Government except for its actual non-Government use of the designated property. The Contractor need not request termination of this approval in the event of the absence of non-Government use, although the Contracting Officer may withdraw the subject approval for such lack of non-Government use.
7. The Contractor shall annotate in the 533 reports to the COTR all usage of the designated property, including both Government as well as non-Government use occurring the prior month and that projected in the upcoming month. Additionally, the Contractor must provide advance notice necessary to enable such non-Government use, such as, but not limited to, clearances required from Wallops for customer access to the designated property and receipt of the Contractor's customer property necessary for the non-Government use. It is the

sole responsibility of the Contractor to make such arrangements and to provide adequate time therefore. While the COTR will assist the Contractor with difficulties it may have in making such arrangements with Wallops organizations, the Government specifically declines to warrant the success of any such effort and further shall have no liability for the failure of any such arrangement, regardless of the negligence, gross negligence or willful misconduct of the United States.

8. The Government shall have the right to request revision of any projected schedule and the Contractor shall promptly respond with a revised plan satisfactory to the Government. The Government shall provide its rationale for requesting revision.
9. The Government shall not be responsible for enhancement or modification of any of its facilities in order to facilitate the Contractor's non-Government use of the designated property. While the Contractor may submit proposals therefore, which must be fully funded by the Contractor, the Government is under no obligation to approve such proposals. Any consideration of such proposals by the Government must include the purpose for which specific property was furnished by the Government for contract performance; augmentation of Government property solely for non-Government use unrelated to contract requirements would not be appropriate.
10. The Government shall not be responsible for providing any property, such as consumables, necessary for the Contractor's non-Government use of the designated property, except that the Government shall be the only source for providing water, heat and electricity. Furthermore, the Government shall not be responsible for providing any technical expertise or support required by the Contractor for operations of said property or provision of services to the Contractor's customers.
11. The Government shall have no obligation to protect any non-NASA data related to the Contractor's non-Government use of the designated property. Likewise, in recognition that the Government property is located in areas which are held open for public viewing, Goddard's Flight Facility shall have no obligation to protect any data or property from viewing, photographing or other recording by anyone. The Contractor shall be solely responsible for protecting any property or work in process which it determines appropriate or necessary. It is the responsibility of the Contractor to secure and separate all commercial work in process. There shall be no classified work, or other restriction, requiring the Government's assistance for the Contractor's implementation, without prior written notice to the Government and advance written consent by the Contracting Officer.
12. The Contractor shall indemnify and hold harmless the United States from any third party liability arising under the Federal Tort Claims Act, or any other authority, out of the performance of, or failure to perform, any aspect of the Contractor's non-Government use of the designated property, whether or not caused by the negligence, gross negligence or willful misconduct of employees of the United States. The Contractor shall obtain insurance to cover this liability, as well as the liability established under paragraph 15 of this clause below. Such insurance shall be in accordance with clause I.18 of this contract entitled "Minimum Insurance Coverage" NFS 1852.228-75. The Contractor shall provide proof of insurance as required by, and for the approval of, the Contracting Officer prior to undertaking activity required to be covered by such insurance, and proof of insurance each time such insurance is changed or renewed. At any time such insurance shall lapse, the Contractor shall immediately cease activity required to be covered by such insurance. The cost of such insurance shall not be a direct charge to the contract.
13. Insurance Coverage" NFS 1852.228-75. The Contractor shall provide proof of insurance as required by, and for the approval of, the Contracting Officer prior to undertaking activity required to be covered by such insurance, and proof of insurance each time such insurance is changed or renewed. At any time such insurance shall lapse, the Contractor shall immediately cease activity required to be covered by such insurance. The cost of such insurance shall not be a direct charge to the contract.
14. The Contractor shall not file any claim against the United States for any matter concerning their performance of, failure to perform, breach or other matter related to the Contractor's non-Government use of the designated property. The Contractor's sole remedy for any such matter shall be the immediate, unilateral termination of this arrangement under this contract. The United States shall not be liable for any damage or injury suffered by the Contractor or its representatives, regardless of cause, and the Contractor hereby

expressly waives any rights it might otherwise have under the Federal Tort Claims Act in consideration for the Government's agreement to authorize non-Government use. The Contractor shall obtain, in writing, and provide such to the Government 14 days prior to commencement of activities at Wallops associated with a non-Government use, such a waiver of claims against the United States, from each customer, and each entity involved with such customer having an interest in any service provided by the Contractor through its non-Government use of any of the said property.

15. The Contractor shall be liable to Goddard for direct damages resulting from any damage to, or loss of, Goddard property related to its non-Government use of the designated property, unless caused solely by the gross negligence or willful misconduct of Goddard employees and/or employees of, but excluding the Contractor and its subcontractors and other affiliates, other Wallops contractors, subcontractors or other affiliates. The Contractor shall either make payment for replacement or repair of such damaged property in amounts directed by the Contracting Officer, or make other arrangements such as actual repair or replacement in lieu of payment, as directed by the Contracting Officer. Payment shall be due within 30 days of written demand made by the Contracting Officer.
16. The charges and other business aspects of performing commercial and marketing activities and their corresponding method of payment, will be established by the Government.
17. Within 30 days of completion of work, the Contractor will submit actuals for the project to the Contracting Officer. Any differences between the advance payment and the actual costs will be adjusted at this time (See 1d).
18. The Contracting Officer will inform the Contractor of any changes to the above rates, to be followed by a contract modification. Actuals as used in this clause, are amounts determined on the basis of costs incurred, as distinguished from forecasted costs.
19. Foreign support and/or access may be allowed only if consistent with law, rule and regulation and only if approved in advance by the COTR following the COTR's receipt of necessary approvals within NASA.

(End of Clause)

#### **H.17 EXPORT LICENSES 1852.225-70 (FEB 2000)**

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120-130, and the Export Administration Regulations (EAR), 15 CFR Parts 730-799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Wallops Flight Facility, where the foreign person will have access to export-controlled technical data or software.

(c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.

(d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.

(End of Clause)

#### **H.18 PARTNERING**

(a) The terms "partnering" and "partnership" used herein shall mean a relationship of open communication and close cooperation that involves both Government and Contractor personnel working together for the purpose of establishing a mutually beneficial, proactive, cooperative environment within which to achieve contract objectives and resolve issues and implementing actions as required.

(b) Partnering will be a voluntary commitment mutually agreed upon by at least NASA and the prime Contractor, and preferably the subcontractors. Sustained commitment to the process is essential to assure success of the relationship.

(c) NASA intends to facilitate contract management by encouraging the foundation of a cohesive partnership with the Contractor, its subcontractors, and NASA's contract management staff. This partnership will be structured to draw on the strengths of each organization to identify and achieve mutual objectives. The objectives are intended to complete the contract requirements within budget, on schedule, and in accordance with the terms and conditions of the contract.

(d) To implement the partnership, it is anticipated that the Contractor's proposed critical personnel as identified in attachment J-9, its subcontractors, and NASA personnel will attend a partnership development and team building workshop. Follow-up team building workshops will be held periodically throughout the duration of the contract as agreed to by the Government and the Contractor.

(End of Clause)

#### **H.19 RELEASE OF INFORMATION**

Publication and/or distribution of any information or data related to performance under this contract requires prior clearance from NASA. Likewise, any news release including photographs, films, or video, public announcements, denial or confirmation of any activity related to this contract requires similar approval. Requests for approval shall be routed through the Contracting Officer's Technical Representative (COTR) and addressed to the Goddard Space Flight Center, Wallops Flight Facility Office of Public Affairs.

(End of Clause)

#### **H.20 REPAIR OR REPLACEMENT OF GOVERNMENT PROPERTY--SPECIAL CONDITIONS**

(a) Government property categorized as facilities (defined at FAR 45.301 and NASA FAR Supplement 1845.301) has been provided for the performance of this contract.

(b) Except as specified in paragraph (e) below, the Government will not authorize the replacement of any defective Government property as a direct reimbursable cost under this contract. Replacement shall be at no cost to the Government except as may be permitted by FAR 31.205-11, "Depreciation." However, the Government may authorize and reimburse the repair of defective Government property as stated in paragraph (c). If repair is not approved by the Contracting Officer, the Contractor agrees to replace any defective Government property with property owned or leased by the Contractor. However, such Contractor property need not be identical to the replaced property. Further, replacement may be waived by the Contracting Officer provided the Contractor submits a written request and demonstrates to the satisfaction of the Contracting Officer that the capability to perform the contract in an acceptable and efficient manner is not degraded.

(c) The Government may reimburse the reasonable direct cost for the repair of any Government property for which repair is determined to be an acceptable alternative. In accordance with FAR clause 52.245-5, the Contractor is required to have an approved maintenance/repair program for Government Property. The criteria in this program shall be used to determine when the contractor is required to request approval from the Contracting Officer for repair or

replacement of Government property. However, in the absence of a Government approved maintenance/repair program, the Contractor must submit each repair request to the Contracting Officer. When the maintenance program requires the Contractor to inform the Contracting Officer of the need for a repair/replacement decision, the Contractor shall notify the Contracting Officer, in writing, and provide a "not to exceed" dollar amount for the repair of the property and a rationale as to why repair is the best alternative considering the age of the property, the nature of the defect(s), and the criticality of the property to the accomplishment of the requirements of the contract. If the Contracting Officer agrees that the property is still needed for contract performance and that repair is an acceptable alternative, the Contracting Officer may authorize the repair. If the Contracting Officer considers that repair is not an acceptable alternative, the Contracting Officer shall notify the Contractor and the replacement equipment or needed equivalent capability shall be provided by the Contractor in accordance with paragraph (b) above. This decision by the Contracting Officer shall not be subject to the Disputes clause of this contract.

(d) The parties agree that if the contract period expires, or the Government does not thereafter contract with the Contractor for performance of the same, or substantially the same, services contemplated by this contract, the Contractor shall, upon the written request of the Contracting Officer, transfer title to any equipment identified by the Contracting Officer from the records referenced above, to either the Government or a successor Contractor. All warranties received as a result of the Contractor replacing IAGP at Government cost shall revert to the Government or successor contractor at the conclusion of the contract.

(e) If a request for transfer of title to the Government is made, the Government agrees to recognize as an allowable cost under the contract, so much of the cost of the requested property that has not been depreciated as of the end of the contract period. Payment of such un-depreciated balances will be not later than 45 days after transfer of title. If a request for transfer of title to a successor Contractor is made, the Contractor agrees to transfer title to the identified property to the successor Contractor for applicable un-depreciated balances, subject to commercially reasonable terms and conditions regarding payment and other matters agreed to by the parties.

(f) This clause shall not apply to the following items:

General Purpose or Agency Unique Property valued in excess of \$100,000.00; property valued less than 100K to be replaced by the Government (J-3); Navy ADP equipment and ODIN Desktop Computer Services.

(End of Clause)

## **H.21 CONTRACT PHASE-OUT**

The parties recognize the ongoing nature of NASA, Wallops Institutional Support and the importance of providing for a seamless transition of program implementation to a successor Contractor. The Contractor shall cooperate to effect an orderly and efficient transition to any such successor Contractor during a transition period to be specified by the Contracting Officer.

To effect this transition, the Contractor shall provide a Phase-Out Plan incorporating its Phase-Out Cost, in accordance with Clause B.3, within 90 days after request by the Contracting Officer prior to the final year of any contract period (basic or award term). The Plan shall conform to the content prescribed by the Contracting Officer.

(End of Clause)

(End of Section)

- L.1 SECTION I CLAUSES INCORPORATED BY REFERENCE
- L.2 APPROVAL OF CONTRACT (52.204-1) (DEC 1989)
- L.3 ORDER LIMITATIONS (52.216-19) (OCT 1995)
- L.4 LIMITATIONS ON SUBCONTRACTING (52.219-14) (DEC 1996)
- L.5 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42) (MAY 1989)
- L.6 SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS (52.222-47) (MAY 1989)
- L.7 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (52.223-3) (JAN 1997)--ALTERNATE I (JUL 1995)
- L.8 52.223-4 RECOVERED MATERIAL CERTIFICATION (OCT 1997)
- L.9 52.223-9 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (AUG 2000)
- L.10 OZONE-DEPLETING SUBSTANCES (52.223-11) (JUN 1996)
- L.11 LIMITATION ON WITHHOLDING OF PAYMENTS (52.232-9) (APR 1984)
- L.12 AVAILABILITY OF FUNDS (52.232-18) (APR 1984)
- L.13 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (52.244-6) (OCT 1998)
- L.14 CLAUSES INCORPORATED BY REFERENCE (52.252-2) (FEB 1998)
- L.15 AUTHORIZED DEVIATIONS IN CLAUSES (52.252-6) (APR 1984)
- L.16 COMPUTER GENERATED FORMS (52.253-1) (JAN 1991)
- L.17 SECURITY CLASSIFICATION REQUIREMENTS (1852.204-75) (SEPT 1989)
- L.18 SECURITY REQUIREMENTS FOR UNCLASSIFIED AUTOMATED INFORMATION RESOURCES (1852.204-76) (SEP 1993)
- L.19 NASA 8 PERCENT GOAL (1852.219-76) (JUL 1997)
- L.20 MINIMUM INSURANCE COVERAGE (1852.228-75) (OCT 1988)
- L.21 EMERGENCY EVACUATION PROCEDURES (1852.237-70) (DEC 1988)
- L.22 ORDERING (52.216-18) (OCT 1995)
- L.23 USE OF RURAL AREA SMALL BUSINESSES (1852.219-74) (SEP 1990)

# **L.1 SECTION I CLAUSES INCORPORATED BY REFERENCE**

- (52.202-1) DEFINITIONS (May 2001)
- (52.203-3) GRATUITIES (APR 1984)
- (52.203-5) COVENANT AGAINST CONTINGENT FEES (APR 1984)
- (52.203-6) RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995)
- (52.203-7) ANTI-KICKBACK PROCEDURES (JUL 1995)
- (52.203-8) CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
- (52.203-10) PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)
- (52.203-12) LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (JUN 1997)
- (52.204-2) SECURITY REQUIREMENTS (AUG 1996)
- (52.204-4) PRINTING/COPYING DOUBLE SIDED ON RECYCLED PAPER (JUN 1996)
- (52.209-6) PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (JUL 1995)
- (52.211-15) DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS (SEPT 1990)
- (52.215-2) AUDIT AND RECORDS--NEGOTIATION (JUNE 1999)
- (52.215-8) ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
- (52.215-11) PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--MODIFICATION (OCT 1997)
- (52.215-13) SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS (OCT 1997)
- (52.215-14) INTEGRITY OF UNIT PRICES (OCT 1997)
- (52.215-15) PENSION ADJUSTMENTS AND ASSET REVERSIONS (DEC 1998)
- (52.215-18) REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (OCT 1997)
- (52.215-19) NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)
- (52.215-21) REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS (OCT 1997)
- (52.216-7) ALLOWABLE COST AND PAYMENT (MAR 2000)
- (52.219-6) NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)
- (52.219-8) UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 1999)
- (52.222-3) CONVICT LABOR (AUG 1996)
- (52.222-4) CONTRACT WORK HOURS AND SAFETY STANDARDS ACT-- OVERTIME COMPENSATION (JUL 1995)

- (52.222-6) DAVIS-BACON ACT (FEB 1995)  
 (52.222-16) APPROVAL OF WAGE RATES (FEB 1988)  
 (52.222-17) LABOR STANDARDS FOR CONSTRUCTION WORK -- FACILITIES CONTRACT (FEB 1988)
- (52.222-21) PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)  
 (52.222-26) EQUAL OPPORTUNITY (FEB 1999)  
 (52.222-35) AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (APR 1998)  
 (52.222-36) AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (JUN 1998)  
 (52.222-37) EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (JAN 1999)  
 (52.222-41) SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)  
 (52.222-50) NON-DISPLACEMENT OF QUALIFIED WORKERS (MAY 1999)  
 (52.223-5) POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (APR 1998)  
 (52.223-6) DRUG FREE WORK PLACE (May 2001)
- (52.223.10) WASTE REDUCTION PROGRAM (OCT 1997)  
 (52.223-12) REFRIGERATION EQUIPMENT AND AIR CONDITIONERS (MAY 1995)  
 (52.223-14) TOXIC CHEMICAL RELEASE REPORTING (OCT 1996)  
 (52.224-1) PRIVACY ACT NOTIFICATION (APR 1984)  
 (52.224-2) PRIVACY ACT (APR 1984)  
 (52.225-1) BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM--SUPPLIES (FEB 2000)  
 (52.227-1) AUTHORIZATION AND CONSENT (JUL 1995)  
 (52.227-2) NOTICE AND ASSISTANCE REGARDING PATENT AND COPY-RIGHT INFRINGEMENT (AUG 1996)  
 (52.227-3) PATENT INDEMNITY (APR 1984)  
 (52.227-14) RIGHTS IN DATA-GENERAL (JUN 1987) as modified by NASA FAR Supplement 1852.227-14--  
 ALTERNATES II, III, & V (JUN 1987)  
 (52.228-7) INSURANCE--LIABILITY TO THIRD PERSONS (MAR 1996)  
 (52.232-17) INTEREST (JUN 1996)  
 (52.232-22) LIMITATION OF FUNDS (APR 1984)  
 (52.232-23) ASSIGNMENT OF CLAIMS (JAN 1986)  
 (52.232-25) PROMPT PAYMENT (JUN 1997) (b)(2), second sentence shall have a 30-day period for any financing payments.  
 (52.232-34) PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR  
 REGISTRATION (MAY 1999)[para (b)(1) fill-in (hereafter: "designated office"--Wallops Fiscal Operations, Mail  
 Code 151.2c, Wallops Flight Facility-- no later than concurrent with the first request for payment.]
- (52.233-1) DISPUTES (DEC 1998)  
 (52.233-3) PROTEST AFTER AWARD (AUG 1996)--ALTERNATE I (JUN 1985)  
 (52.237-2) PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)  
 (52.237-3) CONTINUITY OF SERVICES (JAN 1991)  
 (52.242-1) NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)  
 (52.242-4) CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)  
 (52.242-13) BANKRUPTCY (JUL 1995)  
 (52.243-2) CHANGES--COST-REIMBURSEMENT (AUG 1987)-- ALTERNATE II (APR 1984)  
 (52.244-5) COMPETITION IN SUBCONTRACTING (DEC 1996)  
 (52.245-5) GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR  
 CONTRACTS) (JAN 1986) (DEVIATION) (JULY 1995)--  
 GOVERNMENT PROPERTY FURNISHED "AS IS" (APR 1984)  
 (52.246-25) LIMITATION OF LIABILITY--SERVICES (FEB 1997)  
 (52.247-67) SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE  
 GENERAL SERVICES ADMINISTRATION FOR AUDIT (JUN 1997)  
 (52.247-1) COMMERCIAL BILL OF LADING NOTATIONS (APR 1984)  
 (52.249-6) TERMINATION (COST-REIMBURSEMENT) (SEP 1996)  
 (52.249-14) EXCUSABLE DELAYS (APR 1984)  
 (52.251-1) GOVERNMENT SUPPLY SOURCES (APR 1984)  
 (52.251-2) INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES (JAN 1991)
- (1852.215-84) OMBUDSMAN (JUNE 2000) The installation Ombudsman is William F. Townsend at Goddard Space Flight  
 Center, Mailstop 100, Greenbelt, Maryland 20771, Phone: 301-286-5066, Fax: 301 286-1714, email address:  
 William.F.Townsend.1@gsfc.nasa.gov.  
 (1852.216-89) ASSIGNMENT AND RELEASE FORMS (JUL 1997)

(1852.223-74) DRUG AND ALCOHOL FREE WORKFORCE (MAR 1996)  
(1852.243-71) SHARED SAVINGS (MAR 1997)

(End of By Reference Section)

**1.2 APPROVAL OF CONTRACT (52.204-1) (DEC 1989)**

This contract is subject to the written approval of GSFC Procurement Officer and shall not be binding until so approved.

(End of Clause)

**1.3 ORDER LIMITATIONS (52.216-19) (OCT 1995)**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$2,501.00 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of five (5) million dollars;

(2) Any order for a combination of items in excess of five (5) million dollars or;

(3) A series of orders from the same ordering office within three (3) days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of Clause)

**1.4 LIMITATIONS ON SUBCONTRACTING (52.219-14) (DEC 1996)**

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the offeror/Contractor agrees that in performance of the contract in the case of a contract for--

(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees for the concern.

(2) Supplies (other than procurement from a non-manufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by special trade Contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

(End of Clause)

# 1.5 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT  
IS NOT A WAGE DETERMINATION

Employee Class	Monetary Wage - Fringe Benefits		
Laborer	\$9.45	-	*
Shipping/Receiving Clerk	\$10.89	-	*
Gen Maint Worker	\$13.51	-	*
Automotive Worker	\$13.51	-	*
Tractor Operator	\$11.52	-	*
Switchboard Operator	\$8.71	-	*
Truck Driver Medium	\$12.85	-	*
Truck Driver Heavy	\$13.51	-	*
Accounting Clerk II	\$8.71	-	*
Firefighter	\$12.19	-	*
Guard I	\$9.77	-	*
Guard II	\$10.93	-	*
General Clerk II	\$7.98	-	*
Locksmith	\$14.16	-	*
Vehicle Mechanic	\$14.83	-	*
Laborer, Grounds Maintenance	\$10.24	-	*
Duplicating Machine Operator	\$8.71	-	*
Computer Programmer I	\$10.93	-	*
Computer Analyst I	\$16.57	-	*
Nurse RN I	\$13.54	-	*
Engineering Tech II	\$9.77	-	*
Janitor	\$9.45	-	*
Equipment Mechanic Heavy	\$14.83	-	*
Equipment Operator Heavy	\$14.83	-	*
Carpenter	\$14.16	-	*
Drafter II	\$9.77	-	*
Machinery Maintenance Mech	\$14.83	-	*
HVAC Mechanic	\$14.83	-	*
Painter	\$14.16	-	*
Woodcraft Worker	\$14.83	-	*
Electrician	\$14.83	-	*

The monetary wages (hourly rates) are computed in accordance with FAR 22.1016(b).

\* Fringes are as follows:

1. Holidays--New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and Inauguration Day (when applicable).

2. Annual Leave:--Two hours of annual leave each week for an employee with less than three years service; three hours of annual leave each week for an employee with three but less than fifteen years of service; and four hours of annual leave each week for an employee with fifteen or more years of service.

3. Sick leave--Two hours of sick leave each week for all employees.

4. Life insurance, health insurance, workers' compensation, and Federal Insurance Compensation Act (for temporary employees) at 7 percent of basic hourly rate.
5. Retirement at 7 percent of basic hourly rates for employees hired through December 31, 1985. Retirement at .94 percent for employees hired on January 1, 1986, or after.
6. Medicare at 1.45 percent of basic hourly rates for employees hired on or before December 31, 1985.
7. Social Security (inclusive of Medicare) at 7.65 percent of basic hourly rates for employees hired on or after January 1, 1986, up to a maximum gross annual salary of \$61,200. The Medicare portion (1.45 percent) continues for all wages earned.

(End of Clause)

**1.6 SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS (52.222-47) (MAY 1989)**

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offerors shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractors and the International Association of Machinist and Aerospace Workers union. If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area.

(End of Clause)

**1.7 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (52.223-3) (JAN 1997)--ALTERNATE I (JUL 1995)**

- (a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).
- (b) The offeror must list any hazardous material, as defined by paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material

(If none, insert NONE)

Identification No.

NONE

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered non-responsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate, and disclose any data to which this clause is applicable. The purposes of this right are to--

- (i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;
- (ii) Obtain medical treatment for those affected by the material; and
- (iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with subparagraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document that accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS must be placed in a weather resistant envelope.

(End of Clause)

**I-8 52.223-4 Recovered Material Certification (Oct 1997)**

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(End of provision)

**I-9 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000)**

(a) Definitions. As used in this clause--

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall--

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to \_\_\_\_\_ [Contracting Officer complete in accordance with agency procedures].

(End of clause)

**I.10 OZONE-DEPLETING SUBSTANCES (52.223-11) (JUN 1996)**

(a) Definition. "Ozone-depleting substance", as used in this clause, means any substance designated as Class I by the Environmental Protection Agency (EPA) (40 CFR Part 82), including but not limited to chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or any substance designated as Class II by EPA (40 CFR Part 82), including but not limited to hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

"WARNING: Contains (or manufactured with, if applicable) \_\_\_\_\_\*, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere."

\* NONE

(End of Clause)

**I.11 LIMITATION ON WITHHOLDING OF PAYMENTS (52.232-9) (APR 1984)**

If more than one clause or Schedule term of this contract authorizes the temporary withholding of amounts otherwise payable to the Contractor for supplies delivered or services performed, the total of the amounts withheld at any one time shall not exceed the greatest amount that may be withheld under any one clause or Schedule term at that time; provided, that this limitation

shall not apply to--

- (a) Withholdings pursuant to any clause relating to wages or hours of employees;
- (b) Withholdings not specifically provided for by this contract;
- (c) The recovery of overpayments; and
- (d) Any other withholding for which the Contracting Officer determines that this limitation is inappropriate.

(End of Clause)

#### ***I.12 AVAILABILITY OF FUNDS (52.232-18) (APR 1984)***

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)

#### ***I.13 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (52.244-6) (OCT 1998)***

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

- (1) 52.222-26, Equal Opportunity (E.O. 11246);
- (2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));
- (3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and
- (4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(End of Clause)

#### ***I.14 CLAUSES INCORPORATED BY REFERENCE (52.252-2) (FEB 1998)***

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these

address(es):

Federal Acquisition Regulation (FAR) clauses:

<http://www.arnet.gov/far/>

NASA FAR Supplement (NFS) clauses:

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of Clause)

#### ***1.15 AUTHORIZED DEVIATIONS IN CLAUSES (52.252-6) (APR 1984)***

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any NASA FAR Supplement Regulation (48 CFR Chapter 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Clause)

#### ***1.16 COMPUTER GENERATED FORMS (52.253-1) (JAN 1991)***

(a) Any data required to be submitted on a Standard or Optional Form prescribed by the Federal Acquisition Regulation (FAR) may be submitted on a computer generated version of the form, provided there is no change to the name, content, or sequence of the data elements on the form, and provided the form carries the Standard or Optional Form number and edition date.

(b) Unless prohibited by agency regulations, any data required to be submitted on an agency unique form prescribed by an agency supplement to the FAR may be submitted on a computer generated version of the form provided there is no change to the name, content, or sequence of the data elements on the form and provided the form carries the agency form number and edition date.

(c) If the Contractor submits a computer generated version of a form that is different than the required form, then the rights and obligations of the parties will be determined based on the content of the required form.

(End of Clause)

#### ***1.17 SECURITY CLASSIFICATION REQUIREMENTS (1852.204-75) (SEPT 1989)***

Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of **SECRET**. See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Attachment J-10.

(End of Clause)

#### ***1.18 SECURITY REQUIREMENTS FOR UNCLASSIFIED AUTOMATED INFORMATION RESOURCES (1852.204-76) (SEP 1993)***

(a) In addition to complying with any functional and technical security requirements set forth in the schedule and the clauses of this contract, the Contractor shall initiate personnel

screening checks and obtain user responsibility agreements, as required by this clause, for each Contractor employee requiring unescorted or unsupervised physical access or electronic access to the following limited or controlled areas, systems, programs, and data:

**TBD**

(1) The Contractor shall submit a personnel security questionnaire [NASA Form 531, Name Check Request, for National Agency Check (NAC) investigations and Standard Form 85P, Questionnaire for Public Trust Positions, for specified sensitive positions] and a Fingerprint Card [(FD-258) with NASA overprint in the Origin Block] to the installation Security Officer for each Contractor employee who requires access. The required forms may be obtained from the installation security office. Employees may have fingerprints taken at the Goddard Space Flight Center, Wallops Security Office Reception Center, Building N127 by advance arrangement or at any police department.

(i) Several months may be required for completion of complex personnel screening investigations. Background screening may not be required for employees with recent or current Federal Government investigations.

(ii) When employee access is necessary prior to completion of personnel screening, each Contractor employee requiring access may be considered for escorted access. The installation Security Officer will establish the eligibility of proposed escorts.

(2) The Contractor shall ensure that each Contractor employee requiring access executes any user responsibility agreements required by the Government prior to access. The Contractor shall provide signed copies of the agreements to the installation Security Officer for inclusion in the employee's security file. Unauthorized access is a violation of law and punishable under the provisions of 18 USC 1029, 18 USC 1030 and other applicable statutes.

The Contractor shall notify the installation AIS Manager no later than the end of the day of the termination for cause of an authorized employee's access. The Contractor shall notify the COTR no later than ten days after an authorized employee no longer requires access for any other type of termination. Verbal notifications shall be confirmed in writing within thirty days.

(b) The Contractor shall incorporate this clause in all subcontracts where the requirements identified in paragraph (a) are applicable to performance of the subcontract.

(End of Clause)

**1.19 NASA 8 PERCENT GOAL (1852.219-76) (JUL 1997)**

(a) Definitions.

"Historically Black Colleges or University", as used in this clause means an institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

"Minority institutions", as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

"Small disadvantaged business concern", as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged

individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

"Women-owned small business concern", as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

(b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.

(c) The Contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of Clause)

## **1.20 MINIMUM INSURANCE COVERAGE (1852.228-75) (OCT 1988)**

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

(a) Worker's compensation and employer's liability insurance as required by applicable Federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000; except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for

bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(End of Clause)

### **1.21 EMERGENCY EVACUATION PROCEDURES (1852.237-70) (DEC 1988)**

The Contractor shall assure that its personnel at Government facilities are familiar with the functions of the Government's emergency evacuation procedures. If requested by the Contracting Officer, the Contractor shall designate an individual or individuals as contact points to provide for efficient and rapid evacuation of the facility if and when required.

(End of Clause)

### **1.22 ORDERING (52.216-18) (OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued in accordance with F.1.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of Clause)

### **1.23 USE OF RURAL AREA SMALL BUSINESSES (1852.219-74) (SEP 1990)**

(a) Definitions.

"Rural area" means any county with a population of fewer than twenty thousand individuals.

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding under this contract, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) NASA prime and subcontractors are encouraged to use their best efforts to award subcontracts to small business concerns located in rural areas.

(c) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small business concerns located in rural areas.

(d) The Contractor agrees to insert the provisions of this clause, including this paragraph (d), in all subcontracts hereunder that offer subcontracting possibilities.

(End of Clause)

(End of Section)

J.1 LIST OF ATTACHMENTS (GSFC 52.211-101) (OCT 1988)**J.1 LIST OF ATTACHMENTS (GSFC 52.211-101) (OCT 1988)**

The following attachments constitute part of this contract:

<u>Attachment</u>	<u>Description</u>	<u>Date</u>	<u>Pages</u>	<u>No. of</u>
J-1	Statement of Work	7/26/01	182	
J-2	SOW Appendix	7/26/01	59	
J-3	Government Property	NA	18	
J-4	Safety & Health Plan	(Phase-In)		
J-5	Wage Determinations (WDs)	5/29/00	8	
J-6	IDIQ Pricing Schedule	12/14/01	6	
J-7	Definitions	NA	9	
J-8	Contract Work Breakdown Structure	5/21/01	9	
J-9	Critical Positions	5/21/01	3	
J-10	Security Classification	NA	2	
J-11	Transition Plan	5/21/01	4	
J-12	Award Term/Fee Plan	TBD		

(End of Clause)  
(End of Section)

**Wallops Institutional Consolidated Contract  
(WICC)  
STATEMENT OF WORK w/ ALL RFP Changes  
26 July 2001**

**SCOPE**

The Wallops Institutional Consolidated Contract (WICC) will serve as the mechanism for consolidated management operations for the Wallops Flight Facility. The WFF institutional program supports: portions of facility engineering; all facility operations and maintenance; security; logistics; health; environmental; reproduction; and telecommunication and information technology to support programmatic operations for the National Aeronautics and Space Administration (NASA), the Navy, and other Federal, State and commercial tenants at the Wallops Flight Facility located at Wallops Island Virginia.

NASA and the Navy will retain overall management of the WFF through a Joint Performance Management Board (hereafter referred to as "the Government") including certain elements such as: policy development; strategic and master planning; construction of facility selection; overall facility engineering; funding; institutional support agreements; oversight and approval of safety and environmental processes; jurisdiction and other legal matters related to and/or about interface with other Federal, State and local agencies; and ownership of physical plant assets. The WICC Contractor shall manage and be responsible for providing all services, equipment and supplies, except as provided as Government Furnished Property, to implement management operations for the Wallops Flight Facility. As such, the Contractor shall provide overall management of a variety of institutional functional area operations. All requirements listed in this Statement of Work are baseline except for those specifically designated as indefinite delivery/indefinite quantity (IDIQ) which will be required through issuance of Task Orders (TO) as per H.13 TASK ORDER PROCEDURE. The WICC Contractor will also be responsible for providing IDIQ task order (TO) support within any functional area of this SOW, which exceeds the baseline requirements described in Attachment J-2. To encourage the highest and best use of the Wallops Flight Facility (WFF) institutional infrastructure, and efficiently allocate the overall cost to NASA for maintaining this infrastructure, the WICC may also serve as the mechanism for the Contractor to use WFF resources and capabilities for commercial customers on a non-interference basis.

## 1.0 INSTITUTIONAL PROGRAM IMPLEMENTATION AND BUSINESS MANAGEMENT

### 1.1 Program Implementation

- 1.1.1 Overall Program and TO Planning and Scheduling
- 1.1.2 Work Reception and Control
- 1.1.3 Staffing
- 1.1.4 Replacement, Modernization, and Renovation
- 1.1.5 Interface with the Government, Tenants, and Other Contractors
- 1.1.6 Transition Plan
- 1.1.7 Formulation Activities And Program Reviews
- 1.1.8 Program/Facility Safety
- 1.1.9 Performance, Reliability And Quality

### 1.2 Business Management

- 1.2.1 Contract Management, Reviews, And Reporting
- 1.2.2 Financial Resources Management
- 1.2.3 Subcontract Management
- 1.2.4 Information Systems And Document Management
- 1.2.5 Government Real And Other Property Management

## **1.0 INSTITUTIONAL PROGRAM IMPLEMENTATION AND BUSINESS MANAGEMENT**

### **General Description**

SOW Section 1 identifies the overall management and administrative duties that cannot be identified with the performance of a single SOW functional area, or are applicable to, or related to performance of all of the functional areas described in sections 2 through 16 of this SOW. Even though this section contains guidelines related to the single requirement for SOW Section 1 (below), the Contractor has the responsibility to establish and maintain a management program that is innovative, responsive to dynamic institutional requirements, in a cost effective, customer oriented manner.

The Contractor shall provide all technical and business management functions to plan, organize, implement, control, track, report, and deliver all requirements within the scope of the WICC as described in this SOW to both NASA and the Navy. The program implementation and business management shall include all elements in subsections 1.1 and 1.2 of this section and any other functions determined to be necessary by the Contractor based on their technical and business approach to contract performance. TO management, and the management of non-contract customer or commercial activities that utilize any WFF assets, as applicable, are also included in this section. The Contractor shall effect, and report to NASA, these management functions through a comprehensive integrated management approach that shall be evidenced through an Integrated Management System (IMS).

The SOW subsections include 4 categories of systems, data, and deliverables that shall be incorporated into the IMS:

Category 1 - Existing Government wide, NASA-wide, or Navy-wide systems which the Contractor may input to or receive output from, but for which the Contractor has NO system administration, operation, or maintenance responsibility. The Contractor will integrate the output of these systems for WFF institutional operations into the IMS to the maximum extent possible.

Category 2 - Existing (no development) GSFC/WFF systems which the Contractor is required to, or may use during contract performance, for which the Contractor has input, output, and system administration, operation and maintenance responsibility. The Contractor shall integrate these systems into the IMS.

Category 3 - New automated systems that are to be developed as part of the WICC contract. The Contractor will have ongoing administration, operation and maintenance responsibilities. The Contractor shall integrate these systems into the IMS.

Category 4 - Automated Deliverable Reports and Documentation. Every SOW section required deliverable reports and other documentation. The Contractor shall integrate these deliverable reports and documentation into the IMS.

The specific IMS category 1-3 system requirements within each functional area are specifically identified in each SOW sections 2-16. These subsections do not specifically identify all possible deliverable documentation that may be required by the individual section, or as required by Clause B.1 (Deliverable Requirements).

**Requirement:** The Contractor shall provide and maintain an IMS to assure accomplishment of contract technical, safety, schedule, and cost objectives. The IMS shall fully integrate all program implementation and business management identified in SOW subsections 1.1 and 1.2 for both NASA and the Navy, including work input and control, progress, completion, reporting, and customer feedback required by the SOW including those of major Subcontractors and vendors. The IMS shall also integrate, to the maximum extent possible, related

NASA-wide, Navy-wide, or Government-wide systems referenced in this SOW to provide an integrated source for all WFF management operations. The IMS shall also document and archive all deliverable reports, plans, and any other documentation required by this contract. The IMS shall be consistent with the detailed Contract Work Breakdown Structure (CWBS), and the data and information shall be available in an automated, on-line, full cost format.

**Standard:** No findings or accumulation of findings from metrics, reporting, reviews, or audits which indicate a systematic problem in the contract which could result in work stoppages or which could impact safety, the environment, quality, reliability, facility and system functionality, or major schedule milestones of the effort under the contract. This shall include no violations or noncompliances of Public Laws, Executive Orders, FAR/NFS contract clauses promulgated by public laws and Executive Orders; no OSHA citations or EPA violations.

## 1.1 Program Implementation

The Contractor shall provide for overall WFF management operational program implementation, and Task Order (TO) management. This shall include all planning and scheduling, work reception, estimating, purchasing, management documenting, engineering, tracking, measurement, reporting, and customer interface.

### 1.1.1 Overall Program and TO Planning and Scheduling

The Contractor shall be responsible for all planning and scheduling associated with the overall institutional program and TO requirements. All work and TO's shall be planned and scheduled to assure all material, labor and equipment are available to complete work requirements within the specified time limits and within the prescribed quality standards. Work must also be planned and executed in a manner that does not interfere with the normal occurrence of NASA, and tenant business and missions, nor the timely and cost efficient completion of all other ongoing and future institutional efforts. The planning and scheduling shall also contain the major milestones for any assigned TO activity. The overall planning and scheduling process shall furnish accurate overall information which provides the Government sufficient insight into the Contractor's ability to analyze, mitigate, and control scheduling risks to maintain institutional flexibility and maximize the performance of contract requirements to the metrics while optimizing the use of available resources. The schedule shall be available on-line as part of the IMS required in section 1 of this SOW.

### 1.1.2 Work Reception and Control

**Requirement:** In addition to, or as part of, the IMS described in section 1.0 of this SOW, the Contractor shall implement all necessary work control procedures to ensure timely processing of all work requirements as well as to permit tracking of work in progress. The work control process shall provide a centralized point of contact 24 hours per day, 7 days a week for work reception, customer interface, work status and all other inquiries related to any of the functional areas of the SOW. Personnel shall be available to answer questions, to receive routine and emergency trouble calls and dispatch appropriate personnel for all functional areas under the contract, and provide status of emergency work. Routine trouble calls are defined as those that are estimated to be less than 12 hours or \$1200. They will be responded to in two working days or less. Emergency calls are defined as work that requires immediate action to eliminate immediate hazards to personnel or equipment, prevent damage to Center property, or restore critical services that have been disrupted. Response time for emergency calls shall be 20 minutes on the Main Base and 40 minutes on the island during regular business hours. During non-regular business hours the response time shall be the same as the business hour response time for emergency services as defined by section 11 of the SOW, and 2 hours for any other type of emergency. During normal business hours, if the call is classified as an emergency, the work receptionist shall immediately notify the Contracting Officer's Technical Representative (COTR) or the Task Area Monitor (TAM) by phone or in person, that the call has been received and that the work authorization has been issued. After normal business hours including weekends and holidays, the COTR or a contract TAM shall be notified within 2 hours. Customer Service personnel will inform callers if their request exceeds the scope of a routine trouble call, and when a written work request is required. The data for each trouble call shall be entered into the IMS daily.

**Standard:** Minimal disrupted services to any customers; work management program accessible to customers and identifies work by WBS and work authorization; no instances of estimated funds exceeding SWR without CO approval.

### 1.1.3 Staffing

**Requirement:** The Contractor shall continuously maintain an adequate qualified staff with suitable management, professional, trade, or administrative expertise to assure that work is performed, scheduled, and completed in accordance with this SOW. This requirement shall be met in accordance with Clause H. 14 CRITICAL PERSONNEL. The Contractor's training records shall document thorough, accurate,

and complete education levels, certifications, licenses, and any other supplementary training programs or courses, which demonstrate that all personnel employed for work under the contract, have adequate and appropriate qualifications. All personnel shall accomplish SOW requirements in a professional and customer oriented manner which includes understanding the customer's needs, having the ability to meet those needs, and a commitment by every member of the Contractor's organization to be responsive, flexible, and provide their best expertise.

The Contractor shall take any and all action necessary to ensure the conduct of its employees complies with all applicable laws, rules, regulations and Contractor policies, and shall take any and all action necessary to ensure the safety of individuals and the work place at Wallops, including but not limited to, removing and excluding an employee from access to the Wallops Flight Facility. While the Government reserves the right to direct action, including but not limited to removal and exclusion from the site, if the Contractor's actions are inadequate and/or untimely to effectively address misconduct and/or safety matters, the Contractor shall not decline to take, or delay taking, such action as is necessary and prudent which would have the effect of forcing the Government to direct such action, whether for liability, labor relations, or any other reason. The Contractor shall at all times be fully accountable for its employees and for adequately addressing all issues raised by their presence on site.

**Standard:** Retention of qualified personnel and resources to accomplish work and shall be in compliance with other contract terms and conditions as evidenced by training records which may be inspected by the Government in accordance with Clause E.4 INSPECTION OF SERVICES (Cost Reimbursement).

### 1.1.3.1 Drivers Licenses

All Contractor and Subcontractor employees shall hold a current state driver's license, and any other licenses that may be required to operate Government and/or Contractor vehicles.

### 1.1.4 Replacement, Modernization, and Renovation

During the term of the contract, the Government may replace, renovate, or improve equipment, systems, facilities, components, and fixtures at the Government's expense. All replaced, improved, updated, modernized, or renovated equipment, facilities, components, and systems shall be maintained, operated, and/or repaired by the Contractor at no additional cost to the Government unless such changes result in an increase or decrease in contract baseline or maximum IDIQ requirements.

### 1.1.5 Interface with the Government, Tenants, and Other Contractors

During the Phase-in, the Contracting Officer will provide the Contractor with a list of the Facility Operation Managers (FOM's), Task Area Monitors (TAM's) and the Contracting Officer's Technical Representative (COTR). These Government representatives will interface with the Contractor on a day-to-day basis as provided through documentation by the CO.

The Contractor shall notify the FOM of any work to be performed in a building or other area under the FOM's control that would in any way disrupt the conduct of normal Government or tenant business. The Contractor shall notify the FOM at least two (2) working days in advance of the scheduled work. Notification shall include the location of the work, type of work to be done, and the estimated completion date. The Contractor shall reschedule any work that the Contracting Officer deems necessary to avoid unacceptable disruption to Government or tenant business. Rescheduling under these conditions shall not be at any additional cost to the Government.

### 1.1.6 Transition Plan

The Contractor shall provide and maintain (through the transition period) a WICC Transition Plan. This plan shall provide approach, rationale, and milestone schedule for effective transition of all functional areas to the WICC to an integrated management approach. The Plan shall be updated to include all items required by clause H. 4 TRANSITION PERIOD REQUIREMENTS including the development of the Contractor's metrics for full performance based contract performance, including the Contractor's metrics for determining successful performance of all SOW requirements and standards not later than 12 months from the effective date of the contract.

### 1.1.7 Formulation Activities And Program Reviews

The Contractor shall participate in, and support, as requested by the COTR, project planning and formulation activities, and management operations meetings which include, but is not limited to, the Greenbelt and WFF Facilities Coordinating Committee (FCC) meetings, and other engineering, environmental, and program reviews. This may include presentations on the Contractor's implementation status, impacts on the program due to proposed requirement changes or budget and funding conditions, or any other aspect of the program for

which the Contractor is responsible.

### **1.1.8 Program/Facility Safety**

Requirements listed in this section are specific to the program and facilities controlled and/or utilized by the Contractor in execution of the contract. This section is not intended to include provisions of the Safety and Health Plan required by the contract schedule.

Any design changes to existing or previously approved facility safety devices or systems must be coordinated through and approved by the CO.

For hazardous operations, the Contractor shall define hazard areas and exclusion zones that will protect participating and non-participating personnel in the event of a mishap. The Contractor shall establish and implement personnel limits in areas where hazardous operations occur. The Contractor shall also control access into these areas during the conduct of hazardous operations and shall ensure that only active essential personnel are in these areas during hazardous operations.

The Contractor shall provide information to NASA as requested regarding hazardous systems or operations for which the Contractor is responsible.

#### **1.1.8.1 Personnel Safety**

The safety of the public, and NASA and Navy civil service and Contractor personnel are of the paramount importance for the conduct of all NASA activities. The Contractor's Safety and Health Plan required by clause H.8 shall address the general policies for the conduct of occupationally safe operations. These requirements are applicable to Contractor personnel who work on or around hazardous systems. These requirements also identify personnel assignments and limits necessary to ensure a safe and effective working environment.

Personnel who work directly with or around hazardous materials or systems shall be properly trained and certified. Personnel who operate cranes and materials handling equipment (forklifts, etc.) and pressurized systems shall be properly trained and certified. The Contractor's training and certification program to meet these requirements shall be submitted to and approved by NASA prior to implementation. For hazardous operations, the Contractor shall provide a person or persons whose primary responsibility is safety oversight of the operation. This person will interface directly with the CO in resolving real-time safety concerns.

#### **1.1.8.2 Equipment Safety**

These safety requirements are specific to the various types of equipment utilized during the inspection, assembly, and checkout of hazardous systems. Equipment covered under these requirements includes, but is not limited to, work platforms, trailers, basket trucks, cranes, slings, pressure vessels and hoses, boilers, transformers, switchgear, chillers, generators, and meters.

The Contractor shall comply with the requirements of NSS/GO-1740.9, GMI 1710.6, OSHA 29CFR 1910.179, and ANSI B30.XX Series regulations for Lifting Devices and Equipment and NMI 1710.3, OSHA 29 CFR 1910.169, and GMI 1710.4 for Pressure Vessels and Systems. All operators of overhead lifting devices and mobile cranes shall have a Crane Operator's License issued by the GSFC/WFF RECERT Program.

The designs, electrical schematic diagrams, and checkout and use procedures for all equipment utilized in the checkout, control, test, monitoring, or other support function for any hazardous system or operation shall be submitted to and approved by the CO prior to utilizing the equipment in support of any hazardous operation. All such equipment utilized in support of hazardous systems or operations shall be certified by appropriate means (mechanical test, electrical calibration, etc.) and tagged with appropriate certification data and date. The Contractor shall ensure this equipment is in good working order and that all calibrations/certifications are current. To this end, the Contractor shall develop and implement a plan for the periodic certification and calibration of all applicable equipment used in support of hazardous systems or operations.

### **1.1.9 Performance, Reliability And Quality**

The Contractor shall provide and maintain a Performance, Reliability, and Quality Manual. This Manual shall be based on the CWBS and shall integrate TO functions as they are assigned. The Manual shall include any policies and procedures the Contractor will employ to accomplish, monitor and control, the CWBS functions (including those of subcontracts that the Contractor determines to be critical to the successful fulfillment of contract requirements), and shall correlate, as a minimum, to the requirements and standards contained in this SOW. The quality portion of the plan for the following functional areas shall meet the requirements of ANSI/ASQC Q9001-1994 as the implementation of certain portions of the WICC shall be compliant with ANSI/ASQC Q9001-1994: receiving project controlled and

Government procured equipment and material; and storage of project material and equipment.

The Manual shall address how the Contractor will implement the requirement to maintain a monitoring, inspection, testing, and quality control program which documents compliance of all work performed, and all procured items with applicable Government standards referenced herein. This program shall also document work distribution, scrap rates, discrepancies and their disposition, and hardware due dates vs. actual completion dates for Contractor operations.

The Manual shall include general risk management by detailing how the Contractor will integrate the assurance issues of safety, reliability, maintainability and quality as they correlate to the program and contract goals of cost, schedule, and the probability of institutional management success. The risk management portion shall include the Contractor's process for considering risk and the mitigation of risk in the planning and day-to-day management process.

The Manual shall also include the Contractor's metrics, which effectively measure the level of performance of contract requirement standards. The metrics shall correlate to the CWBS functions and SOW requirements. The development, definition, and refinement of metrics, and the measurement of management responsiveness to the performance indicated by the metrics shall also be included.

## **1.2 Business Management**

The Contractor shall provide: contract management, reviews, and reporting; financial resources management; subcontract management; information and document management; and government real and other property management.

### **1.2.1 Contract Management, Reviews, And Reporting**

The Contractor shall provide overall management of the prime contract requirements. The Contractor shall provide for informal technical interchange between Contractor and Government personnel, including other Government Contractor personnel, for the purpose of assuring insight into problems involved in the performance of WICC requirements. The Contractor shall conduct semiannual contract management reviews in accordance with the award term evaluation requirements to provide the government with the current status of the Contractor's financial and technical activities.

The Contractor shall provide and maintain an IMS to accumulate, document, and submit all reporting required by section 1.0 of the SOW and the contract schedule. The CWBS and IMS shall serve as the framework for all reporting to the Government. The CO, the COTR and any others designated in writing by the CO shall have on-line access to the reporting system. The monthly reporting data shall be available for the Government's on-line review on the 10th day after the close of the monthly reporting period.

### **1.2.2 Financial Resources Management**

The Contractor shall provide and maintain a resource management system for the accumulation, documentation, and analysis of cost and work force data. The resources management system will be the basis for communication with the Government concerning financial planning and control, accounting of accrued expenditures and other liabilities, evaluation of cost performance, and forecasting of cost and work force requirements, and customer billing. Information such as resource plans, staffing, and full cost actuals shall be available as part of the Contractor's on-line integrated reporting system. As a minimum, the system shall track the cost of SOW 1 that cannot be directly allocated to a specific functional area, total baseline, total functional area as described by sections 2-16 of the SOW, and individual TO costs. The Contractor shall also provide financial planning as required to support the government budget process. The format and content of the Contractor's inputs and supporting rationale shall be in accordance with the budget or special request guidelines and reporting format specified by the Government.

### **1.2.3 Subcontract Management**

The Contractor shall manage and provide all technical control for all interdivisional, Subcontractor, and major vendor activities necessary to accomplish the WICC requirements. The Contractor's plan for providing appropriate management visibility for subcontracted efforts shall be part of requirements for the prime Contractor, and shall be included in the IMS. The Contractor shall establish and manage contracts for services such as leased warehouses, warehousing, training, equipment, materials handling equipment, and documentation preparation.

### **1.2.4 Information Systems And Document Management**

The Contractor shall develop, maintain, and operate information systems which provide for the preparation, publication, control,

dissemination, and data base management of information and data required by this contract. The Contractor shall develop, maintain, and operate these systems so that the Government designated personnel, including as necessary other Government Contractor and other personnel, can easily and routinely access and analyze such systems and the information they contain. The data of this system shall be the property of the Government in accordance with the RIGHTS IN DATA-GENERAL (52.227-14) clause of the contract.

The Contractor shall meet the requirements of the NASA interoperability standards that can be found online at <http://www.hq.nasa.gov/office/codea/codeao/xnotice.html>. Office Automation generated products communicated electronically to and from Contractor owned or operated information systems must conform to minimum standards as required by the NASA CIO and defined in the executive notices issued by that office within 3 months of the issuance of such notices. In addition, the daily operation of the Contractor's IT resources should, under no circumstances, impact the operation of NASA network resources beyond that which is caused by the transmission or receipt of (deliverable products) or administrative communications (email) which are compliant with the NASA Interoperability Standard.

#### **1.2.5 Government Real And Other Property Management**

The Contractor shall manage, operate, maintain, and provide sustaining engineering and logistics for all government-furnished property, Contractor-acquired property, and Contractor capitalized plant equipment utilized for performance of the contract effort.

##### **1.2.5.1 Real Property Management**

The Contractor shall operate and maintain all Government real property defined in Attachment J-5 for implementation of the WICC and marketing activities. The Contractor shall provide a Facilities Management Plan, which shall describe the approach to managing and implementing facility (real property) responsibilities. The Contractor shall manage assigned facilities to accommodate Contractor, NASA, other government agencies, and non-government tenant needs as required. The Contractor shall implement a comprehensive proactive maintenance program for assigned facilities. All required maintenance tasks shall be performed in accordance with the original manufacturer's specifications as necessary to keep the facilities functioning in accordance with government safety and facility management requirements and standards. Many of the applicable requirements and standards are listed in Attachment J-17 of the contract.

##### **1.2.5.2 Property Management**

The Contractor shall acquire, refurbish, receive, inspect, accept, and store, as necessary, all supplies such as material, hardware, components, systems, and equipment required for implementation of the WICC. The Contractor shall be responsible for all stock and inventory management to track and control all WICC materials, supplies, and equipment to ensure that all are available to support contract requirements when needed. The Contractor shall identify excess and obsolete supplies. The Contractor shall also insure through a proactive monitoring and control program that all materials, supplies, and GFP and Contractor acquired equipment and property are used only for authorized purposes in accordance with the contract and Government property regulations. The Contractor shall maintain assigned property including documentation indicating type and date of maintenance and calibrations performed. The Contractor shall also provide all equipment calibrations necessary to keep instruments operating within manufacturer's specifications.

## 2.0 FACILITIES PLANNING, ENGINEERING & CONSTRUCTION MANAGEMENT SERVICES

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## **2.0 FACILITIES PLANNING, ENGINEERING & CONSTRUCTION MANAGEMENT SERVICES**

### **2.1 General Information**

The Contractor shall provide the facilities planning, engineering and construction management services required by the Government as identified in this statement of work. These services will be required to support NASA, Navy, and other tenant institutional and project specific facilities activities; on-site and worldwide.

#### **2.1.1 Restrictions, Limitations, and Special Conditions**

The Contractor shall take into account entry restrictions to certain facilities to accomplish the work called for in this SOW. All work performed by the Contractor shall remain the property of the U.S. Government and shall not be disclosed, distributed; or modified without the consent of the Contracting Officer (CO).

#### **2.1.2 Architectural/Engineering Services Overview**

The Contractor shall provide Architectural/Engineering (A-E) services to perform engineering studies, conceptual designs, preliminary cost estimates, final designs, construction scheduling, engineering calculations and analyses, cost estimates, construction specifications, and to participate in design reviews and construction follow-on services, including submittal reviews, during and after construction. These services shall include civil, structural, architectural, mechanical, electrical, fire protection, Utility Control Systems (UCS), environmental engineering, specification writing, and site surveys. The design of special equipment such as ground support and rocket/balloon launch facilities and equipment shall also be required under this contract.

Other requirements shall include, but not be limited to, drafting, detailing, AutoCAD Computer-Aided Drafting (CAD) operations, in-field inspection, Central Engineering File (CEF) management, project control, Specsintact specification writing system computer software operations, standards management, construction surveillance, and other NASA and Navy facilities planning, engineering and construction work flow management in support of WFF activities.

The general scope of services shall include the turn-key preparation of conceptual designs, studies, development of projects scope, basis of need and cost estimate documentation, and architectural/engineering services for the design of new facilities and for the alteration, modification, and rehabilitation of existing facilities. In addition, construction field engineering, surveillance, and inspection services shall be included in this SOW, as well as sub-contracting for construction services.

All work shall be conducted by competent architects, engineers, technicians and surveyors. The services shall be provided in accordance with the latest edition of the Facilities Management Branch (FMB) Project Management Manual and the latest edition of the NASA Facilities Project Implementation Handbook (NHB 8820.2). All designs and studies shall be in compliance with Federal, and Goddard Space Flight Center/Wallops Flight Facilities requirements and regulations. All designs shall be coordinated with the site Safety, Environmental, Fire Safety and other cognizant offices to ensure each design meets all applicable codes, regulations and Government requirements. All design work shall comply with applicable regulations and meet 10 Code of Federal Regulations (CFR) Parts 435 and 436 and subsequent mandated legislation.

#### **2.1.2.1 Professional and Non-Professional Engineering Services**

Professional engineering services shall include, but not be limited to, architectural, mechanical, civil/structural, electrical, and construction management disciplines.

Non-professional engineering services shall consist of, but not be limited to, drafting, detailing, AutoCAD Computer-Aided Drafting (CAD) operators, in-field inspection, Central Engineering File (CEF) management, project control, Specsintact management, Standards management and construction surveillance in support of WFF activities.

Both professional and non-professional engineering services shall be required to support NASA, and tenant institutional and project specific facilities activities; on-site and worldwide.

#### **2.1.2.2 Design Overview**

All designs and studies shall be in compliance with Federal and Goddard Space Flight Center/Wallops Flight Facilities standards, requirements and regulations. The Contractor shall coordinate with the site Safety, Environmental, Fire Safety and other cognizant offices to ensure each design meets all applicable codes, regulations and Government requirements. The Contractor shall retain sole responsibility for ensuring all design elements accomplished by the Contractor comply with applicable regulations and meet 10 Code of Federal Regulations (CFR) Parts 435 and 436 and subsequent mandated legislation.

#### **2.1.3 Design Reviews**

The Government requires one final and a variable number of interim formal reviews of the design process and design deliverables. The specific personnel, requirements, scope and deliverables of the design effort and the design review processes shall be addressed on a per project basis with the Contracting Officer during the development of the Project Management Plan.

#### **2.1.4 Computer-Aided Drafting**

All CADD drafting called for by this SOW shall be performed using AutoCAD Version 14.0, or later versions.

#### **2.1.5 Project Management Plans Construction Budget Estimates**

The Contractor shall include construction budget, design budget and design schedule data included in a Project Management Plan (PMP) before a design begins. If requirements change during the design, the PMP shall be reviewed by the Contractor to determine if projected budget and schedule estimates are still correct. Informal proposals for adjustments to these and all PMP parameters are the responsibility of the Contractor as is notification of same to the CO's technical representative. All changes to these parameters agreed upon between the Contractor and CO will be formalized within 3 days in a revised PMP.

#### **2.1.6 Policies, Procedures, & Guidelines**

The Contractor shall develop, maintain, and implement policies, plans, procedures, & guidelines in the field of facilities planning, engineering, construction, and other NASA, Navy, and tenant work. Whenever existing government procedures can be made more efficient and/or effective, the Contractor shall make formal recommendations to the Contracting Officer (CO). The CO shall approve all changes to existing procedures.

### **2.2 Information Management Systems**

**Introduction:** The Contractor shall operate, and maintain the Facilities Management Branch (FMB) Information Management System (IMS) as defined in this and other sections for this RFP. The systems shall include, but not be limited to a Geographic Information

System (GIS), computer-aided design and drafting system (CADD), NASA Specs-in-tact system, Real Property and Space Utilization System, Facilities Project Management System (FPMS), Facilities Management Branch (FMB) web site, and work management systems such as Automanager WorkFlow, MS-Project and MS Excel. Services shall include limited hardware, software, network, documentation, and programming support. Software support includes administration, operation and maintenance, and excludes development and modification unless otherwise noted in this SOW.

All data and databases used and/or developed by the Contractor shall remain the property of the Government. Data and images generated are for government use only unless authorized and shall not be distributed without permission of the cognizant Government official.

### **2.2.1 Geographic Information System (GIS) Support (Category 2)**

**Introduction:** The GIS is an electronic system that manages facility-wide graphics and the associated attribute information.

**Requirement:** The Contractor shall:

- a. Develop, configure, operate, program, document, integrate, provide user support and shall collect and input the geographic and facility asset data as well as maintain the attribute databases.
- b. Develop user specific custom mapping products to fulfill requirements of requesters. The Contractor shall also develop custom interfaces and/or integration of open database connectivity (ODBC) compliant databases (specifically Oracle, MS Access, Arc/Info & dBase), and shall assist users by developing reports (Seagate Crystal Reports), programming unique user applications, and providing custom analysis utilizing Arc/Info GIS, Maximo, Condition Assessment Survey (CAS), and various other existing FMB information systems. Databases to be maintained shall include but not be limited to, facilities, land use and characteristics, underground utilities and cabling (water, sewer, electrical, telecommunications, data cables, etc.), surveying data, topographical, environmental, hazardous material location, etc. Changes shall be made within 30 days of site modification or construction completion.
- c. Make available to authorized users, information contained in the GIS databases 98% of the time via network resources.

**Standard:** Shall comply with Facilities Engineering Branch (FMB) Project Management Manual, and the Configuration Management Manual. Compliant with Tri-Services Spatial Data Standards (TSSDS) and other appropriate data standards.

### **2.2.2 Internet Web Page (Category 2)**

**Requirement:** The Contractor shall:

- a. Maintain existing and develop new FMB web pages. These web pages shall be updated on a monthly basis reflecting changes since the last update. This includes documentation, web page security access levels, image capture, creation of editable text Adobe PDF files, and the development of web enabled databases for the purpose of disseminating FMB information to internal and external customers.
- b. Support users by formatting databases to be linked with the system, assisting users in interfacing the central system, programming unique user applications, providing custom web page design and updating of existing web pages to reflect current status. (Examples of existing web pages would include but not be limited to Organization Charts, Project lists and status, and listed work processes.)

**Standard:** Accurately maintains the web pages and other associated systems on time and shall utilize the latest version of each system. Information contained in these systems shall be available to users at all times.

### **2.2.3 Documentation Support, Construction Drawings and As-Builts (Category 1 & 2) (IDIQ)**

**Requirement:** The Contractor shall:

- a. Utilize existing Automanager WorkFlow electronic document management system for management and control of all documents under Configuration Control.
- b. Prepare facilities construction drawings for facilities modifications and these drawings shall accurately reflect existing conditions and the scope of work to be accomplished during construction.
- c. Within 30 days of completion of any facility modification or new construction work, the Contractor shall incorporate redlined changes (provided by others or developed in-house) from NASA, Navy, and other resident agencies construction projects. This service shall be performed when a facility modification or new construction results in a change to Government property, facilities, electrical and climate control systems, plumbing, utilities, roads and grounds, and other changes to the Configuration Drawings (CD's).
- d. Incorporate redlined details to the level of detail presently found on the As-Builts and Configuration Drawings. These drawings shall be in electronic format, maintained in the Central Engineering Files. (See 2.2.5, Central Engineering Files Services.)
- e. The Government shall be given full electronic accessibility to the database maintaining these records and all files shall remain the

property of the Government.

- f. Maintain electronic or hard copy records, in a format approved by the CO, to show a project's receipt from the project manager upon construction completion and the percent completion of incorporating redlined details into As-Built Drawings. The records shall cover all As-Built work and records shall be up-to-date within 24 hours of the receipt.
- g. Review and use all available sources, including redlines, shop drawings, submittals and field investigations to determine the information to be transferred to the affected Configuration Drawings.
- h. Perform all drafting to develop and/or update As-Built drawings affected by all projects that affect facilities at WFF, whether designed in-house or by others.

**Standard:** All work shall be completed within the stated timeframes and in a format approved by the CO. No deviation from Facilities Engineering Project Management Manual, the Configuration Management Manual, the Facilities Drafting Manual and the Tri-Service A/E/C CADD Standards (currently release 1.7)

#### 2.2.4 Documentation Support, Updating Configuration Drawings from As-Built (Category 2) (IDIQ)

**Introduction:** At the start of this Contract the Government will have existing As-Built Drawings in backlog that have not been incorporated into Configuration Drawings.

**Requirement:** The Contractor shall:

- a. Develop a plan and cost estimate for CO approval to determine how much of the existing as-built backlog should be incorporated into Configuration Drawings. The plan shall provide a list of the specific drawing numbers included in this proposed work, a proposed order of priority, and a schedule of completion milestones. Upon approval of the CO, the Contractor shall incorporate those existing As-Built Drawings into Configuration Drawings.
- b. As projects are constructed during the performance period of this contract, the Contractor will be given Redlined Drawings by the CO, and the Contractor shall incorporate these Redlined Drawings into As-Built and also into the appropriate Configuration Drawings. Upon the completion of updating Configuration Drawings, the Contractor shall request review and approval by the CO.
- c. The site's Configuration Drawings and all other facilities drawings and documents shall be maintained and used by the Contractor and copies produced and provided to others at the request of the CO as references for planning, design, construction and operations efforts. Once the Configuration Drawings have been updated, the final design drawings (As-Built), and the updated configuration Drawings shall be maintained in Central Engineering Files (CEF).
- d. A separate and different contractor is developing a GSFC Master plan that includes WFF. As some time during this contract period, this Master Plan will be provided to the Contractor. Once the Master Plan is developed under a separate contract, the WICC Contractor shall be given a baseline Facilities Master Plan in electronic and hard copy, to maintain and update. The Contractor shall, within 60 days of completion of approved modifications to facilities, revise, create, and update Master Plan drawings and shall make these available to the government.

**Standard:** Work has been completed in a timely manner per the requirements. Drawings are readily available to others and the masters are properly archived.

#### 2.2.5 Documentation Support, Central Engineering Files Services (Category 2)

**Requirement:** The Contractor shall:

- a. Maintain a central depository of all hard copies and electronic copies of Configuration Drawings, construction drawings, as-built drawings, redlined drawings, specifications, submittals, shop drawings and other Configuration Controlled documents. All material shall be cataloged and indexed and electronic versions shall be accessible through Automanager WorkFlow system or Web enabled. This central depository shall be co-located with the Facilities Engineering CADD areas. This area shall be designated as Central Engineering Files (CEF).
- b. Manage documentation storage, filing services, and retrieval and shall maintain a database of all Configuration Drawings as defined by the FMB Configuration Management Manual.
- c. During the length of this contract, the Contractor shall develop for CO approval, any proposed changes to procedures to insure the

integrity, access, and security of Configuration Drawings, redlined drawings, construction drawings, and as-built drawings regarding the removal of property from Central Engineering Files area.

**Standard:** All requests for Configuration Drawings shall be filled within 24 hours (Monday through Friday) . Approved changes to procedures are approved by the CO and implemented in a timely manner. All drawings are maintained in Central Engineering Files according to requirements

#### **2.2.6 Documentation Support, Miscellaneous Graphics Support (Category 2)**

**Requirement:** The Contractor shall:

- a. Develop miscellaneous CADD drawings and other graphic designs, and shall revise or create projects, signs, graphs, charts, presentations or other graphical output, utilizing AutoCAD, Excel, Power Point and/or other appropriate software packages.
- b. The exact schedule and completion time for each task shall be given when the CO assigns the task.

**Standard:** Meets quality, timeliness and documentation requirements.

#### **2.2.7 Documentation Support, Excavation Permit Process Support**

**Introduction:** The Contractor shall support the excavation permit process for cable installation through the route planning and documentation, and underground utility location. This includes documentation, validation, field locating of underground utilities, and recommendations for issuance of permits.

**Requirement:** The Contractor shall:

- a. Review construction drawings to ensure installation, re-routing, or removal of cables, and conduits of the site's underground/buried utility systems. The Contractor shall ensure that all potential hazards and position conflicts resulting from such installation are identified visually in the field with paint or tape and conveyed verbally to the CO or construction project manager and to the team physically handling the installation.
- b. Utilize GPS to capture underground utilities during construction while trenches are open and utilities are exposed. The Contractor shall copy GPS data to electronic master utility drawings.
- c. All requests for permits and their disposition, whether approved or disapproved, shall be electronically documented by the Contractor.
- d. Within 3 working days of request, the Contractor shall review the submitted construction drawings and respond to the Government or construction project manager and to the team physically handling the installation, with a new permit or a written notice explaining the reason for rejection.

**Standard:** All requests are completed accurately and within the time specified.

#### **2.2.8 Documentation Support, Space Utilization Plans (Category 2)**

**Requirement:** The Contractor shall:

- a. Maintain and update the existing Space Utilization Plan Drawings and maintain these drawings in CADD format. The updated Space Utilization Plan drawings shall reflect current room number, and location of walls and partitions within Government and Government-leased buildings. Space Utilization plans shall meet NASA GSFC/WFF, NASA HQ, OMB and other requirements.
- b. Each Space Utilization Plan shall represent the current architectural configuration of the area including room numbers and layouts, room type, gross square footage and net usable square footage total. The format of each update shall be similar to the configuration of the existing Space Utilization Plan and all room numbers and other data shall be legible, when photocopied.

**Standard:** The space utilization plans shall be updated and maintained accurately and in a timely manner.

##### **2.2.8.1 Documentation Support, Space Utilization Plans Field Check Updates**

**Requirement:** The Contractor shall:

- a. Perform field inspections of the onsite facilities to verify all Space Utilization Plan drawings are accurate. The drawings shall be updated to reflect current configurations resulting from wall modifications and room number changes found by these field checks. Revised Space Utilization Plans shall be provided on 8-1/2" x 11" and 17" x 22" plots. All onsite buildings shall be field checked at least once per year. All updates shall be completed within 14 days of the field inspections. Full size drawings shall be plotted to scale: 1/8" = 1'-0" for 28" x 40". Reductions to 8 1/2 " x 11" shall be labeled "not to scale".
- b. Provide to the CO for approval, within 180 days following the contract start date and by the annual anniversary thereafter, a schedule for performing the field inspection. All inspections shall be performed in accordance with the approved schedule. The field check schedule shall be updated by the Contractor when buildings are added or deleted from the WFF. New buildings and modifications shall be field checked within 60 days of Government acquisition. Changes to the schedule, for reasons other than including or deleting buildings, are allowed only with the prior approval of the CO. Whenever the schedule is changed, the Contractor shall provide the CO a copy of the new schedule.
- c. Maintain one original copy of each size plot for their use, provide one original copy of each size plot to the CO and maintain the original in CEF. The Government shall be notified of any incorrect or missing room numbers.

**Standard:** Field inspection schedule is submitted to the CO on time. Contractor performs inspection on time relative to the approved schedule. Work Quality and documentation meets or exceeds the stated requirements.

#### **2.2.8.2 Documentation Support, Space Utilization Plans Redline Updates (Category 2) (IDIQ)**

**Requirement:** The Contractor shall update Space Utilization Plans per redlined drawings provided by the CO from bid construction work. These updates shall be incorporated within 30 days of receipt of redline updates.

**Standard:** Meets quality, timeliness and documentation requirements.

#### **2.2.8.3 Documentation Support, Space Utilization Plans Construction Updates (Category 2) (IDIQ)**

**Requirement:** The Contractor shall create new Space Utilization Plans where none exist, or update existing Space Utilization Plans affected by construction projects performed at WFF. When a construction project involves a change in floor plans, wall modifications or room number changes, the Contractor shall provide within 30 days of the end of that construction activity, an updated Space Utilization Plan representing the new configuration. (See 2.2.9.2 Redline Updates).

**Standard:** Meets quality, timeliness and documentation requirements.

#### **2.2.8.4 Documentation Support, Review and Comments of Modified Space Utilization Plans**

**Requirement:** The Contractor shall distribute updated Space Utilization Plan drawings to an established distribution list, for review and comments. Approved comments shall be incorporated into the Space Utilization Plan Manual

**Standard:** Modified Space Utilization Plans are distributed as per requirements and meets quality, timeliness and documentation requirements.

#### **2.2.8.5 Documentation Support, Distribution of Space Utilization Plans Manual**

**Requirement:** The Contractor shall:

- a. Maintain and update the distribution list in a CO approved electronic format. The Contractor shall assemble updated Space Utilization Plan drawings into the existing Space Utilization Plans Document, named Space Utilization Plans Manual, produce multiple copies, and distribute it to an established distribution list. The CO will review and approve the assembled document before reproduction and distribution. A change to the distribution list requires prior approval by the CO. In addition to the multiple copies distributed to the established distribution list, the Contractor shall maintain one original copy and 5 stock copies in CEF.
- b. The distribution list shall be kept current within 24 hours of receipt of changes. All Space Utilization Plan updates completed prior to November 30 of each year shall be included in the document. The document shall be initially distributed by January 15 of each year. Customer requests shall be met within 72 hours.

**Standard:** Space Utilization Plan Manuals are accurately distributed in a timely manner as per requirements.

**2.2.9 Intentionally left blank****2.2.10 Facilities Project Tracking****2.2.10.1 Facilities Project Management System (Category 1)**

**Introduction:** The Facilities Project Management System (FPMS) is a NASA owned software application for the PC and is used for tracking design and construction projects and creating other official NASA documents (NASA forms 1509 and 1510 and H.Q. Quarterly CoF Reports).

**Requirement:** The Contractor shall:

- a. Update and input data into the FPMS, and shall make this information available to the government on an as needed basis. Updates shall be made on a weekly basis.
- b. Prepare reports and other documents and make available on a monthly basis.

**Standard:** Updates are accurately performed and within the time established in the requirements. Reports are distributed in a timely manner.

**2.2.10.2 Other Engineering and Construction Project Tracking (Category 3)**

**Requirement:** The Contractor shall:

- a. Electronically track the status of all engineering and construction programs, including, but not limited to designs and studies status, costs of designs and studies the Contractor has incurred, costs of all field inspections during construction activities and other projects worked on by the Contractor.
- b. Reports shall be updated weekly and printed reports shall be submitted to the CO monthly and shall include start dates, due dates, completion dates, reporting requirements, and other pertinent information as mutually agreed to by the CO.

**Standard:** Meets quality, timeliness and documentation requirements.

**2.3 Project Management (IDIQ)**

**Introduction:** Government employees are inherently responsible for managing all projects and initiatives at WFF. However, the Contractor shall provide Project Management in directed areas of facilities planning, engineering, and construction supervision. This support shall include liaison activities required between the various users of GSFC/WFF facilities and, where the use of facilities are required outside the WFF facility, between GSFC/WFF and the remote ranges or test facilities. The services shall be required on a task order basis for a broad range of facilities services from major construction projects to providing advice and engineering assistance for planning and/or studies.

**Requirement:** The Contractor shall:

- a. Provide the following project management services:
  - (1) project planning
  - (2) scope development
  - (3) requirement development
  - (4) project schedules
  - (5) project leadership in the development, design and monitoring of major facilities projects from conception through final acceptance
  - (6) review and recommendations for approval/disapproval of architectural and engineering (A/E) and consultant submittals, construction shop drawings, and project changes.

**Standard:** Meets quality, timeliness and documentation requirements.

**2.3.1 Preparation of Project Management Plans (PMP's) (IDIQ)**

**Requirement:** The Contractor shall:

- a. Prepare Project Management Plans for each facilities engineering design project greater than \$25,000 in construction costs in accordance with the latest version of the Facilities Engineering Branch Project Management Manual. The PMP shall document, as a minimum, the project scope, project requirements, the design team, project schedule and budget estimate for the project including design costs and construction cost estimates.
- b. All projects with construction budget estimates of \$25,000 or more shall have a PMP prepared prior to the start of any design activities. PMP's shall also be developed in the planning stages of a project before it is funded for design or as requested by the

CO. PMP's shall be delivered to the Engineering and Planning Group Leader within 7 days of receipt of the design or planning request. PMP's shall follow the format described in the Facilities Engineering Project Management Manual and shall be in electronic format (word processing) and a hard copy delivered to Group Leader.

**Standard:** PMP's are delivered on time, meet quality requirements, and are electronically accessible.

## 2.4 Planning and Budgetary Cost Estimating

**Introduction:** The Contractor shall utilize NASA, GSFC/WFF, and/or Navy specific Project Planning and Cost Estimating procedures and techniques to assist in the development of facilities engineering and construction programs and budgets. These programs include, but are not limited to Center Funded (Rehab & Mod), Multi-year (Rehab & Mod), Construction of Facilities (CoF), MILCOM, small maintenance construction project programs and other NASA and Navy construction programs. These programs represent various and different fund-sources and have various documented rules governing project inclusion.

**Requirement:** The Contractor shall:

- a. Follow all existing policies, plans, procedures and guidelines in the field of facilities planning, engineering, and cost estimating. Wherever existing procedures can be made more efficient and/or effective, the Contractor shall make formal recommendations to the CO. Cost estimating for budgetary purposes shall include design costs, rough order of magnitude construction costs, construction Contractor overhead and profit, and any other appropriate mark-ups or burdens.
- b. Provide Architectural/Engineering Planning services to the WFF community, and the Wallops and Greenbelt FCC. These services shall include, but not be limited to, customer interface for Re-Housing, Engineering Master Planning, Rehab & Mod, Construction of Facilities and small maintenance construction project planning.
- c. Provide Architectural/Engineering Planning services directly related to the Navy Shore Facilities Planning System and Public Works management including customer interface for design, planning, management and coordination.

**Standard:** Planning and budgetary cost estimates shall accurately reflect average costs of firms doing business at WFF including escalation for inflation of out-year projects. Shall comply with latest edition of Facilities Project Implementation Handbook (NHB 8820.2), and Facilities Engineering Project Management Manual. Cost estimates are delivered within the time frame established. The Contractor shall maintain existing databases of project information and shall make available all information to the CO.

## 2.5 Engineering Studies (IDIQ)

**Introduction:** The Contractor shall perform feasibility studies, special engineering investigations and analysis, existing condition studies, analysis of future requirements, cost and design feasibility studies, conceptual project design studies, and energy conservation studies.

**Requirement:** The Contractor shall:

- a. Perform field investigation, engineering analysis, research of master facility drawings, and all engineering necessary to produce reports, studies and planning documents relative to:
  - (1) Investigate, analyze, and evaluate existing facility operations anomalies to make remedial (non-repair) recommendations.
  - (2) Modification of existing facility structures and systems.
  - (3) Design of new facilities and systems.
  - (4) Development of RCM and PT&I procedures for new and existing systems.
- b. All engineering studies shall address project feasibility, constructability, cost effectiveness, schedule, and energy efficiency as applicable. Study report shall describe all data used for the final conclusion and shall provide analysis of problem or issue, and sound engineering recommendations including cost estimates and schedules.

**Standard:** Shall comply with latest edition of Facilities Project Implementation Handbook (NHB 8820.2), and Facilities Engineering Project Management Manual. Meets quality, timeliness and documentation requirements.

## 2.6 Design Engineering Services (IDIQ)

Design engineering services shall include planning, engineering, drafting, specification production and cost estimating. These services shall be issued on a task order basis for a broad range of facilities engineering projects ranging from \$100 to \$5.0 million in construction cost.

The Contractor's Engineering Supervisor or Lead Engineer shall review all design work prior to submittal of design to the requestor or customer.

### 2.6.1 Architectural/Engineering Services (IDIQ)

**Requirement:** The Contractor shall provide Architectural/Engineering services as described in the following areas: (Also see Section 2.1.2.3 (Design Engineers/Architects), and 2.1.2.4 (Drafting Personnel))

- a. Architectural/Engineering designs for CoF, Center Funded, MILCON and small maintenance projects related to institutional and R&D facilities projects.
  - b. Architectural/Engineering designs for Re-housing, Master Planning, rehabilitation design for antiquated facilities, and designs for new modern institutional and R&D facilities.
  - c. Architectural/Engineering project management services for multiple simultaneous design projects involving institutional and R&D facilities accomplished by this contractor and other A&E contractors.
  - d. Electrical Engineering designs for institutional and R&D facilities.
  - e. Mechanical Engineering designs for institutional and R&D facilities.
  - f. Civil/Structural Engineering designs for institutional and R&D facilities.
  - g. Plant Engineering designs in support of the Operations and Maintenance Programs at WFF.
  - h. AutoCAD drafting for institutional and R&D facilities designs.
  - i. GIS Cartography services support for institutional and R&D facilities.
  - j. Specsintact specifications production for institutional and R&D facilities designs.
  - k. Other Architectural/Engineering disciplines on an as needed basis.
- l. All requests for design services shall be accomplished according to the priorities established by the CO and shall fulfill the design requirements of Government and tenant programs. Designs shall address and meet the specific requirements detailed in the approved Project Management Plan (PMP).
- m. All designs created shall require specifications, construction drawings, cost estimates, and project schedules. Construction drawings shall be prepared as specified in section 2.2.3 (Documentation Support) of this SOW. All engineering designs shall reference the specifications developed for the construction project. Latest and most applicable specifications shall be edited and tailored to meet specific project requirements. The final designs shall include all the required materials and shall be delivered per PMP schedule.
- n. As projects are assigned to the Contractor for engineering and planning design services, the Contractor shall develop an integrated plan that outlines a schedule for the completion of all projects.

**Standard:** Shall comply with Facilities Engineering Project Management Manual, the Configuration Management Manual, NASA's Facility Project Implementation Handbook (NHB 8820.2), and other NASA or Navy standards and procedures manuals. The specifications are produced using the NASA SPECSINTACT Submasters, and the NASA SPECSINTACT Mastertext, whichever is the latest and most applicable. All design drawings shall be developed using AutoCAD software. Architectural/Engineering services shall accurately fulfill the requirements (including timeliness requirements) of the customers.

#### 2.6.1.1 Sketch Engineering Projects Designs (IDIQ)

**Introduction:** Development of Sketch Engineering designs require documents that describe projects that will be constructed "in-house" via this Contractor's maintenance and/or construction shop forces, by work orders, in lieu of development of formal bid documents (plans and specifications) that would be competitively bid and constructed by "outside" construction Contractors. These documents require less detailed specification production, but shall include clear and concise instructions for the Contractor as to the work to be performed, including drawings and sketches, installation instructions where appropriate, model numbers of installed equipment and components, and other details of the work to be performed. Detailed cost estimates shall be required on Sketch Engineering projects.

**Requirement:** The Contractor shall develop sketch-engineering designs for construction "in-house" that fulfill the requirements of the design requests. Designs shall address and fulfill the specific requirements detailed in the approved Project Management Plan (PMP) including timeliness. All requests for design services shall be accomplished according to the priorities developed by the CO and fulfill the design requirements of the requestor as described in the PMP and or other Requirements Documents.

**Standard:** Shall comply with Facilities Engineering Project Management Manual, and the Configuration Management Manual. Meets

quality, timeliness and documentation requirements.

## **2.6.2 Detailed Design Cost Estimates (IDIQ)**

**Requirement:** The Contractor shall:

- a. Provide an itemized construction cost estimate with each design review package. A final construction cost estimate, based upon the final Government approved design, shall be provided with the final design. The final cost estimate shall accurately reflect the costs for work of a similar nature competitively bid at the location of the work.
- b. Utilize existing Government furnished Means Facilities Construction Cost Data in an electronic spreadsheet, or two fixed nodes of existing Government furnished Timberline Electronic Cost Estimating software.

**Standard:** Meets quality, timeliness and documentation requirements.

## **2.6.3 Design Specifications Production (Category 1) IDIQ)**

**Introduction:** Specifications shall describe all major and minor equipment and systems as appropriate, in order for a construction bidder to have a complete understanding of the project requirements described in the design.

**Requirement:** The Contractor shall:

- a. For construction projects that are to be bid by outside construction firms, create new project specifications using NASA SPECSINTACT software and text. Each new or edited project specification shall be based upon marked-up specifications developed at various stages of design. The specification edits shall occur at 60%, 90%, and 100% design and are provided at the appropriate design review milestone.
- b. Proofread the marked-up specifications before editing begins to ensure an understanding of what and how the specification is to be edited. The edited product shall be free from technical and grammatical errors. The new or edited project specification shall accurately reflect the marked-up specifications and shall have no spelling, sentence structure, or punctuation errors. Specifications shall be complete and accurately detail the project. There shall be no more than a 5% increase in total project cost due to specification error, omissions, or discrepancies with the design drawings.
- c. Track the number and value of change orders due to errors, omissions or discrepancies among actual on-site existing conditions, the design drawings, and the generated specifications.

**Standard:** Design specification shall meet quality, timeliness and documentation requirements.

### **2.6.3.1 Preparation, Distribution and Filing of Specifications and Reports**

**Requirement:** The Contractor shall:

- a. Develop and implement a numbering system for the tracking of all specifications and reports.
- b. Prepare and distribute all specifications and reports.
- c. File all specifications and reports in the Central Engineering File area.

**Standard:** All requests for specifications and reports shall be fulfilled according to the PMP and shall meet all quality, timeliness and documentation requirements. All specifications and reports shall be filed according to the requirements

## **2.7 Construction Management and Inspection Services**

### **2.7.1 Management of Contractor Administered Construction Sub-Contracts (IDIQ)**

**Introduction:** The Contractor shall administer construction sub-contracts for construction activities at WFF and other remote locations. These services shall include, but not be limited to, soliciting, awarding, and administering construction contracts

**Requirement:** The Contractor shall:

- a. Provide supervision of staff, planning, documentation and reporting, preparation of bid packages, solicitation of bids, award and administration of subcontracts, and oversight and resolution of warranty issues. All subcontracts shall be completed in accordance with the Government approved schedule.
- b. Provide a complete record of each subcontract for the Government files within 45 days of project completion and acceptance by the Contracting Officer. The record shall comprise a history of the contract including a copy of the contract, all original approvals (shop drawings, material samples, and tests), construction logs and photographs, vouchers, invoices, inspection records, dig permits, change orders, claim, warranties, certification, and acceptance documents.

**Standard:** All services are completed in accordance with the Government approved schedule, are completed in a manner that results in no Contracting Officer validated customer complaints and fulfill documentation requirements.

**2.7.1.1 Pre-solicitation Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Check documentation for accuracy, appropriate approvals, proper issuance by Engineering and for the reproduction of design documents as required. The Contractor shall be responsible for the development, approval, acquisition, and implementation of the project Statement of Work, NASA forms 1509 and 1510, material requests, and work requests for construction support.
- b. Consider legal, labor, funding and safety requirements and provide necessary resolution of such issues.
- c. Quality checks and reproduction are to be completed prior to the pre-bid distribution of documents. Development and approval of required documentation shall be completed prior to the pre-solicitation conference. Consideration and resolution of issues to be implemented prior to pre-solicitation conference.

**Standard:** Meets quality, timeliness and documentation requirements.

**2.7.1.2 Solicitation Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Technically review the solicitation package for accuracy and for development of the anticipated construction schedule.
- b. Plan and manage the pre-bid conference, documentation and resolution of amendments and GFE issues that arise at that time.

**Standard:** Meets quality, timeliness and documentation requirements.

**2.7.1.3 Award Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Management and document the Bid opening process.
- b. Develop the Implementation Cost Worksheet (which details design costs, construction cost estimates and available funds), Bid Summary, Technical Evaluation and updates to the Construction Report. The Contractor shall manage GFE issues and the coordination of the Post-Award conference.
- c. Upon obtaining approval from the CO, make award of subcontract(s) in accordance with 52.244-2
- d. All documentation is to be collected, registered and reported upon within five days. All items, excepting the Construction Report, to be developed and presented to the CO within five days of the bid opening. GFE issues shall be managed to resolution.

**Standard:** Meets quality, timeliness and documentation requirements.

**2.7.1.4 Construction Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Process and deliver to the CO, all Subcontractor submittals with recommendations for approval or disapproval.
- b. Review and submit in writing for approval by the CO, the Subcontractor's Proposed Construction Schedule and shall report to the CO regarding the amount of construction completion. The submittal review process shall be managed with the goal of minimal impact on the construction effort.
- c. Conduct daily inspections of the project site keeping records of progress and issues in a daily construction log.
- d. Insure that work is being performed as per approved project plans and specifications and that all codes and standards are being met and shall document discrepancies for review by CO.
- e. Perform quality control surveillance and document discrepancies for review by CO.
- f. Ensure the approval by the CO of all necessary permits and coordinate all elements of construction activities. These include updating construction reports, management of construction costs, Facility Change Requests, Material Safety Data Sheets (MSDS) issues, utility outages, safety compliance, mishap reporting, Subcontractor access to restricted areas and all related documentation including collection of all red-lined drawings. The proposed construction schedule as well as approvals of permits and coordination of construction activities shall be addressed daily.
- g. Meet with the CO weekly for briefing on status of all projects assigned to the Contractor.
- h. Change Requests shall be processed in accordance with Facilities Project Management Manual.

**Standard:** Meets quality, timeliness and documentation requirements.

#### **2.7.1.5 Contract Closeout Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Collect and distribute, as specified in the construction specifications, all documentation related to the construction effort including required NASA forms, redlined drawings, Certificate of Completion documents, parts lists, warranties, equipment operations and maintenance manuals, vendor submittals and construction logs.
- b. Conduct a walk-through inspection of the completed work ensuring the completion, as specified, of all components of the subcontract. Inspection reports shall be provided in electronic and hard copy format to the CO within one week of completed work.
- c. Conduct a facilities maintenance assessment of all facilities and equipment installed under the contract and document in electronic and hard copy format to the CO all findings that will impact the operations, life-cycle, and maintainability of the installed systems and equipment.
- d. All document collection and distribution shall be complete prior to contract closeout approval. Walk-through shall be completed prior to final invoice and contract closeout approval. Written documentation shall be distributed to the CO and filed regarding completion of walk-through and resolution of all punch-list items.

**Standard:** Meets quality, timeliness and documentation requirements.

#### **2.7.2 Construction Management for Government Procured Construction Contracts**

##### **2.7.2.1 Pre-Solicitation Activities (IDIQ)**

**Requirement:** The Contractor shall:

- a. Check documentation for completeness and for appropriate approvals and issuance by Engineering.
- b. Be responsible for the reproduction of design documents.
- c. Develop a complete Statement of Work synopsis.
- d. Develop and implement the construction management Work Request as required.
- e. Quality checking is to be completed prior to the pre-bid distribution of documents. Reproduction is to be completed prior to the pre-bid distribution of documents. Work Requests shall be completed prior to solicitation.

**Standard:** Meets quality, timeliness and documentation requirements.

### 2.7.2.2 Solicitation Activities (IDIQ)

**Requirement:** The Contractor shall:

- a. Review technical portions of the solicitation package for accuracy and return any relevant comments to the CO.
- b. Attend the pre-bid conference and document the details of the meeting, any proposed amendments and details of GFE issues to the CO.
- c. Attend the post-award conference and assist in the orientation of the accepted bidder. Documentation of all meetings shall be delivered to the CO within 48 hours of meeting.
- d. Review shall be completed prior to solicitation and all outstanding issues shall be managed to resolution.

**Standard:** Meets quality, timeliness and documentation requirements.

### 2.7.2.3 Construction Activities

**Requirement:** The Contractor shall:

- a. Coordinate the processing of all Contractor submittals including approvals by designated reviewers.
- b. Insure the all approval signatures are in place on appropriate documents.
- c. Insure that work is being performed as per approved project plans and specifications and that all codes and standards are being met. Discrepancies shall be documented and resolution recommended. The Contractor shall conduct daily inspections of the project site keeping records of progress and issues in a daily construction log available for review.
- d. Perform quality control surveillance and document discrepancies.
- e. Coordinate elements of construction activities including updating construction reports, change requests, MSDS issues, utility outages, permits, Contractor access to restricted areas and all related documentation including construction Contractor's issuance of completed redlined drawings within one week of completion of construction activities.
- e. Meet with the CO weekly for briefing on the current project status.
- g. All requirements of the Facilities Engineering Project Management Manual shall be adhered to.
- h. The submittal review and all other related processes shall be managed with the goal of minimal impact on the construction effort.
- i. All construction management requirement shall be addressed daily.
- j. Change Requests shall be processed in accordance with Facilities Project Management Manual.
- k. The requirement for briefing on current project status shall be addressed at a minimum of once weekly.

**Standard:** Meets quality, timeliness and documentation requirements.

### 2.7.2.4 Contract Closeout Activities (IDIQ)

**Requirement:** The Contractor shall:

- a. Collect and distribute to the CO, all documentation related to the construction effort as defined in the construction specification and including required NASA forms, redline drawings, contract close-out documents, parts lists, warranties, equipment operations and maintenance manuals, submittals and construction logs.
- b. Conduct a walk-through inspection of the completed work ensuring the completion, as specified, of all components of the

contract. Appropriate documentation shall be integrated into the FIS.

- c. Document collection and distribution shall be completed prior to contract closeout approval. Walk-through shall be completed prior to final invoice and COC approval.

**Standard:** Meets quality, timeliness and documentation requirements.

## **2.8 Surveying (IDIQ)**

**Requirement:** The Contractor shall:

- a. Perform surveying services for both NASA and Resident Agencies utilizing an electronic total station and a global positioning system. Services shall include interfacing with customer to clarify project requirements, determination of best method for data capture, field surveying, data processing, and mapping of captured data.
- b. All captured data shall be provided within the timeframe agreed to by the CO, in an electronic format compatible with the FMB CAD software and the Geographic Information System and shall meet the requirements of the CAD Standards Manual.

**Standard:** Meets quality, timeliness and documentation requirements.

## **2.9 NAVY Facilities Planning and Real Property Record Support (Category 1)**

**Requirement:** The Contractor shall:

- a. Provide an annual report, in electronic and hardcopy format, which evaluates and compares new facility requirements against existing assets and provides planning recommendations based on Navy Shore Facilities Planning System (SFPS) guidance documentation and current Navy mission requirements. This report shall be provided in conjunction with the space utilization plan, which is addressed in paragraph 2.2.9.
- b. Develop new and maintain the existing database of Basic Facility Requirements (BFR).
- c. Prepare appropriate project documentation for Navy projects, greater than \$300,000, in accordance with OPNAVINST 11010.20 (series) and NAVFACINST 11010.44 (series).
- d. Prepare new and modify existing Navy property records for Navy facilities.
- e. Prepare modifications to existing property records upon completion of any one time improvement or modification greater than \$5,000. A complete list of existing Navy Property Records is available in the library.
- f. Prepare all modifications to existing property records, by redlining a copy of the current property records for government approval.

**Standard:** Meets quality, timeliness and documentation requirements. Support and documentation provided complies with OPNAVINST 11000.16(series), OPNAVINST 11010.20(series), NAVFACINST 11010.44(series), NAVFAC P-80, NAVFAC P-78, applicable industry standards and other appropriate planning guidance.

### 3.0 FACILITIES OPERATIONS AND MAINTENANCE

#### 3.1 General Information

#### 3.2 General Requirements

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#### 3.4 Electronic Control Systems

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- 3.4.3 Security Systems
- 3.4.4 Energy Management and Control System (EMCS) (Category 2)

#### 3.5 Mechanical

- 3.5.1 Heating, Ventilation, & Air Conditioning, and Refrigeration
- 3.5.2 Mobile Cranes & Rigging
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#### 3.6 Other Facility Systems

- 3.6.1 Structural
- 3.6.2 Mechanical Operated Doors
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#### 3.7 Utilities

- 3.7.1 Central Steam Plant
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- 3.7.5 Ground Water Remediation
- 3.7.6 Aviation Fuel Farm
- 3.7.7 RESERVED
- 3.7.8 Backflow Prevention
- 3.7.9 Fire Protection Systems

#### 3.8 Change of Occupancy Services (IDIO)

#### 3.9 Pest/Nuisance Vegetation Management and Animal Control

- 3.9.1 Pest Management
- 3.9.2 Animal Control (IDIO)

#### 3.10 Salvageable Materials and Debris

### 3.0 FACILITIES OPERATIONS AND MAINTENANCE

### 3.1 General Information

The Contractor shall provide broad and comprehensive support in facilities operation and maintenance basic requirements.

Open flame work will not be permitted unless the Contractor obtains prior clearances from the Emergency Services Section or the Fire Prevention Inspector.

All work shall be accomplished at the Wallops Flight Facility, Wallops Island, VA, inclusive of the Main Base, Island, and Tenant facilities located on or adjacent to these locations. The Island includes the Mainland connected by the Causeway. Temporary assignments at remotely located worldwide sites may also be required.

The Contractor shall supply all parts, components, and materials/supplies in the execution of the requirements of this section of the SOW. The items supplied shall be new or factory reconditioned parts and components. All replacement units, parts, components and materials/supplies used in the performance of the requirements shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; and shall comply with the applicable contract specifications. All mechanical parts procured for use at WFF shall adhere to NASA Management Instruction 5320.7, *Basic Policy for Mechanical Parts Control*, which establishes the policy for controlling the selection, testing, and tractability of mechanical parts. As a minimum, the following part types are considered under the provisions of this instruction: bearings, washers, rivets, rings, spacers, studs, pins, valves, springs, and threaded fastening devices. Parts and components, once installed in the Government facility, become Government property. Items not listed in the technical specifications shall be of acceptable industrial grade and quality. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least 10 working days after completion of the job and make these parts readily available for inspection by the Contracting Officer upon request. The Contractor shall obtain and maintain manufacturer's operating instructions and maintenance manuals on all new equipment installed by the Contractor. These documents shall become property of the Government and shall be turned into the Contracting Officer within five working days after completion or termination of the contract.

### 3.2 General Requirements

#### 3.2.1 Operations, Maintenance & Repair

**Introduction:** This section of the contract includes but is not limited to the operation, maintenance, and repair of all facilities and equipment, including but not limited to air conditioning/refrigeration, ground water remediation, utility services, electrical distribution systems, central steam generating, water and wastewater plants, and all their connecting distribution systems; independent boilers and furnaces; all equipment and personnel elevators and lifting devices; and obstruction lights. In accordance with clause B.2, repair or replacement of any collateral equipment with unit costs greater than \$5K in value will be purchased by the Government.

Within ten calendar days following award of this contract, the CO will provide the Contractor with a list of Facility Operations Managers (FOM).

**Modification 15**  
**15 January 2002**

**Requirement:** The Contractor shall furnish all labor, supervision, tools, materials, incidental engineering, transportation, and management necessary for the operations, maintenance, and repair of buildings and structures, related systems and equipment, and for the provision of other miscellaneous services issued under task orders. This requirement shall include, but not be limited to the following:

- (1) Perform PM and PT&I in accordance with existing requirements specified in the CMMS. Within 120 days of contract startup the Contractor shall propose any changes in the existing schedules to the CO for approval.
- (2) Implement all necessary work control procedures to receive, record, and ensure timely processing of work requirements, as well as to permit tracking of work in progress.
- (3) Plan, estimate, and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards.
- (4) Assure all requests are logged daily and entered into the CMMS. Service Requests must be approved by the CO prior to implementation.

- (5) Schedule and arrange work so as to cause the least interference with normal occurrence of WFF business and mission, particularly, in areas critical to mission support activities. Only in cases involving the threat of personal injury or equipment failure, shall equipment in mission critical areas be shut down without prior approval of the CO. Whenever such emergencies occur, the CO shall be notified immediately. The Contractor shall notify the FOM of any work to be performed in a building under the manager's control that would tend to disrupt the conduct of normal Government business. The Contractor shall notify the FOM at least two working days in advance of such scheduled work. Notification shall include the location of the work, type of work to be done, and the estimated completion date. The Contractor shall reschedule any work that the CO deems necessary to avoid unacceptable disruptions in the Government's business.
- (6) Provide verbal status reports when requested by the CO. The status of any item of work must be provided within one hour of the inquiry during regular working hours, and within three hours after regular working hours.
- (7) Record in the CMMS database all work accomplished including a descriptive narrative and labor hours, material used and its cost, and completion date.
- (8) The Contractor's Quality Control (QC) Plan shall reflect and incorporate the quality processes and quality management practices submitted in the technical proposal. For Navy facilities establish, implement and maintain a proactive quality control program that includes the Navy inspection standard MO 322.
- (9) Regardless of the type of work, i.e., trouble call, service request, etc. the Contractor is responsible for sustaining feed back and direct contacts with all customers. To promote good customer relations, the Contractor shall strive to ensure that in each case there is a complete mutual understanding of each work order's description of work, cost estimate, scheduling and access requirements; and that the quality level desired - and that to be delivered - are the same. The Contractor shall keep customers advised of any interference problems or necessary changes in the work, preferably in advance, and shall notify the customer and FOM within 10 days when the work is completed. A joint Contractor/FOM walk-through final inspection of the work is highly desirable in customer visible areas. The Contractor shall work with FOM's in accordance with paragraph 3.2.1(5).
- (10) Maintain the WFF Facilities Condition Assessment Program. This program is in an electronic database and shall be maintained up-to-date at all times. The Contractor shall utilize PT&I and PM data; operator, user, and FOM inputs; Construction of Facilities (CoF) and Center Funded Rehab & Mod program data; and specific facility condition inspections in keeping the assessment program current.

**Standard:** Work control center established and operating in accordance with requirements. Work completion recorded in accordance with requirements. PM and PT&I performed in accordance with existing schedule. All work documented and accomplished within time specified in requirements.

### 3.2.2 Computerized Maintenance Management System (CMMS) (Category 2)

**Introduction:** The existing WFF Computerized Maintenance Management System (CMMS) is manufactured by MAXIMO and consists of a set of computer software modules and equipment databases containing facility data with the capability to process the data for facilities maintenance management functions.

**Requirement:** The Contractor shall operate the GFE computer maintenance management system (CMMS) to provide work management/cost reports, manage the preventive maintenance program, record condition assessment data, accumulate necessary data and prepare Headquarters and WFF Metrics, enter and track trouble calls and other work such as repairs service request etc., and other on going reports. All maintenance data entered in the CMMS is Government property and must be turned over to the Contracting Officer within five calendar days after contract completion.

**Standard:** Project data entered in the CMMS per the requirement, and reports provided as requested. The Contractor shall comply with the NPG 8831.2, *NASA Facilities Maintenance Management Guide*.

## 3.3 Electric

### 3.3.1 High Voltage 12,470 – 7200 Volts

**Introduction:** Six CONECTIV Power Delivery aerial distribution power lines provide electricity to WFF. The operating voltage delivered by the electric utility is 12,470 – 7200 volts 3 phase 4-wire system. Five aerial distribution power lines provide electricity for the Main Base. One aerial distribution power line provides electricity for the Mainland and Island. The electrical distribution system at WFF is an

aerial and underground system. The aerial section of the system at the Main Base consists of 2 electric utility poles and 1 steel structure. The aerial section of the system at the Mainland and Island consists of 2 electric utility poles. The remaining electric distribution system at both locations is an underground system either encased in raceways or is direct buried. The 15KV electrical distribution system is defined to include, but is not limited to: 15KV power VAC circuit breakers (to 1200 amps), protective relays, manually operated pad mounted switches (oil, air and SF6 gas type), pad mounted transformers, 15KV voltage regulators (to 12MVA), capacitors, 15KV single conductor cable, splices, terminations, lightning arresters, potential and current transformers, fuses and associated hardware.

**Requirement:** The Contractor shall:

- a. Comply with the Two Person Safety Rule. In the following situations the Contractor shall provide at least two (2) persons to work together – one (1) person, trained to recognize electrical hazards, shall be delegated to watch the movements of the other(s) doing the work so that the other(s) can be warned if they get dangerously close to live conductors or perform other unsafe acts and so that they can be assisted by that person in the case of an accident:
  - (a) Work on energized overhead lines, bus and switchgear.
  - (b) Work in energized substations.
  - (c) Work at remote or isolated locations.
  - (d) Work at night or during inclement weather conditions.
  - (e) Work involving handling energized conductors or apparatus.
  - (f) Confined space entry.
- b. Provide for the operation, maintenance and repair (24 hours per day, 7 days per week) of the WFF 15KV electrical distribution system.
- c. Operate and maintain the electrical systems and their associated components as defined herein and as recommended by the manufacturer. Contractor personnel working with and around high voltage distribution systems shall be trained, experienced and certified to work with them. The workmanship for new construction and renovation shall meet, as a minimum, the requirements as specified by the National Electrical Code (NEC) and applicable IEEE standards. The Contractor shall schedule and obtain approval from the CO for electrical power outages.
- d. The overall quality of any repair, including materials, shall comply with the applicable SPECSINTACT and it's referenced codes and standards. Work shall be comparable to the original construction quality for the system or unit and shall be made in such a manner as to assure a safe and reliable electrical system.
- e. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.2 High Voltage 2400 – 1300 Volts

**Introduction:** The 2400--1300 volt distribution system is a 3 phase 4 wire underground (concrete encased raceways and direct buried) electrical distribution system that provides electricity to the airfield lighting system and 9 other sites located on the Main Base. The 2.4KV electrical distribution system is defined to include, but is not limited to: manually operated pad mounted switches (air type), pad mounted transformers, 5KV single conductor cable, splices, terminations, grounding, lightning arresters, constant current regulators, fuses, relays, control circuits and associated hardware.

**Requirement:** The Contractor shall:

- a. Comply with the following Two-Person Safety Rule. In the following situations the Contractor shall provide at least two (2) persons to work together – one (1) person, trained to recognize electrical hazards, shall be delegated to watch the movements of the other(s) doing the work so that the other(s) can be warned if they get dangerously close to live conductors or perform other unsafe acts and so that they can be assisted by that person in the case of an accident:
  - (1) Work on energized overhead lines, bus and switchgear.

- (2) Work in energized substations.
  - (3) Work at remote or isolated locations.
  - (4) Work at night or during inclement weather conditions.
  - (5) Work involving handling energized conductors or apparatus.
  - (6) Confined space entry.
- b. Provide for the operation, maintenance and repair (24 hours per day, 7 days per week) of the WFF 2.4KV electrical distribution system.
  - c. Operate and maintain the electrical systems and their associated components as defined herein and as recommended by the manufacturer. Contractor personnel working with and around high voltage distribution systems shall be trained, experienced and certified to work with them. The workmanship for new construction and renovation shall meet, as a minimum, the requirements as specified by the National Electrical Code (NEC) and applicable IEEE standards. The Contractor shall schedule and obtain approval from the CO for electrical power outages.
  - d. The overall quality of any repair, including materials, shall comply with the applicable SPECSINTACT and it's referenced codes and standards. Work shall be comparable to the original construction quality for the system or unit and shall be made in such a manner as to assure a safe and reliable electrical system.
  - e. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.3 Service Entrance Systems to 600 Volts

**Introduction:** These systems provide a current path for service entrance between the facility transformer secondary bushings or subfeed from another source/facility and the facility main disconnecting means. Service entrance systems are defined to include, but not limited to: air or sandwiched busduct, busway, cablebus, multiplex conductor assemblies, conduit/wire systems, busbar (straight lengths, elbows, tee's, tap boxes, etc.) tap boxes, power takeoffs, plugs, multi-conductor cable, housings, insulation, hangers and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of the service entrance systems located at WFF.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.4 Main Disconnecting Means To 600 Volts

**Introduction:** The main disconnecting means is a device, group of devices, or other means by which the conductors of a circuit can be disconnected from their source of power. The main disconnecting means is comprised of 240/120, 208/120 and 480/277 volt systems. The main disconnecting means is defined to include, but not limited to: Switchboards (indoor and outdoor type), metal clad switchgear, motor control centers, load centers, meters, meter enclosures and wiring, molded case circuit breakers, fuses, receptacles, distribution panels and their components for voltage transformation, grounding components, conduit/wire systems, protective relays and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide operations, maintenance and repair of all main disconnecting means located at WFF.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.5 Secondary Distribution Equipment to 600 Volts

**Introduction:** The secondary distribution electrical equipment at WFF is comprised of 240/120, 208/120 and 480/277 volt distribution, protection and switching equipment. Secondary distribution equipment is defined to include, but not limited to: Switching, interruption, control, metering, protective and regulating devices, together with their supporting structures, conductors, electrical interconnections and accessories, grounding, bus, bus supports, heaters, protective devices, enclosures, busbars and terminal connections, disconnects, fuses, contactors, motor overload relays, pilot and miscellaneous control devices, interlocks and associated hardware. Examples of these systems are switchboards, metal clad switchgear, motor control centers, load centers, meter panels or centers, molded case circuit breakers, distribution panels, metering, control circuits, circuit switching and system protection in the secondary electrical distribution system other than service entrance equipment.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of all secondary electrical distribution equipment located at WFF.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.6 Emergency Power Backup Systems

**Introduction:** These are systems which serve as an emergency source for supplying electrical power loads in the event of a service interruption or loss of electrical power. Emergency power backup systems are defined to include, but not limited to: Storage batteries, stationary and mobile electric generator sets, uninterruptible power systems (UPS) (energy storage batteries, rectifiers, inverters and associated controls), transfer switching devices, relay synchronizing, protective and auxiliary devices, alarms, control devices and systems, conductors, wiring components, grounds and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of all emergency power backup systems located at WFF to insure that emergency backup power is available and operational upon failure or outage of the normal source.
- b. Maintain all fixed-mounted UPS systems. The Contractor shall inspect each UPS system every 90 calendar days. The inspection shall include battery fluid level, leaks, cracks, and deterioration, test for specific gravity and voltage output as well as system current and voltage harmonic content, harmonic content of the ground and neutral currents, noise levels, static switch operation, switch closing time, battery bank current, and voltage output. The Contractor shall test all items under a simulated emergency. All defective batteries shall be replaced. The Contractor shall retain all inspection and test reports and enter the data, in a format approved by the CO, into the CMMS within one (1) calendar day after the test so that the CO can retrieve the information easily and promptly.
- c. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition), NASA Goddard Space Flight Center Electrical Safety Policy Manual and industry standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.7 Lightning Protection Systems

**Introduction:** These systems comprise the lightning protection systems for all buildings and structures including electrical substations, towers, masts and antennas. Lightning protection systems are defined to include, but not limited to: Arresters, air terminals, shielding systems, overhead static wires, ground wires, ground rods, grids, plates and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the inspection, maintenance and repair of all WFF lightning protection systems semi-annually.
- b. Comply with National Electric Code, and ANSI/IEEE requirements.
- c. Facilities that use or store explosives shall be inspected and tested IAW NASA Safety Standard 1740.12, Safety Standard for Explosives, Propellants and Pyrotechnics

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.8 Obstruction and Warning Lighting Systems**

**Introduction:** These systems comprise the aircraft and watercraft warning lighting system on towers, antennas, masts and bridges located at WFF. Obstruction and warning lighting systems are defined to include, but not limited to lamps, reflectors, globes, ballasts, timers, controls, fixture mounting systems, conduits, wiring and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of all WFF obstruction and warning lighting systems.
- b. Comply with National Electric Code, and FAA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.9 Airfield Lighting System. 2400 – 1300 Volts**

**Introduction:** The airfield lighting system provides lighting for aircraft operations. The airfield lighting system is defined to include, but not limited to: Taxiway lighting, runway lighting, REIL lighting (runway end identification lights), PAPI lighting (precision approach path indicator), runway identification signs, vehicle warning crossing lights, recessed runway and taxiway lighting, rotating beacon, tetrahedron, 5KV single conductor cable, metal transformer vaults and covers, transformers, lighting fixture mounts, splices, connectors, constant current regulators, arresters, switches, control systems and wiring, relays and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of the airfield lighting system.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual, FAA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.10 Exterior Lighting Systems to 600 Volts**

**Introduction:** The exterior lighting systems provide lighting for: Roadways, parking areas, aircraft hangers, building entrances/exits, safety, and security located at Wallops Flight Facility. Exterior lighting systems is defined to include, but not limited to: lamps, reflectors, lens, fixture mounting assemblies, ballasts, poles (concrete and wood), conductors, conduit, control devices (photocells and timing devices), circuit breakers, fuses, switches, contactors and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of all WFF exterior lighting systems.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.11 Interior Lighting Systems to 600 Volts**

**Introduction:** These systems comprise the building or facility interior general area lighting from the panel board to the end user. The interior lighting system is defined to include, but not limited to: fixtures, lamps, ballasts, reflectors, lens, diffusers, fuses, switches, circuit breakers, mounting assemblies, conductors, conduit, controls and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide for the operation, maintenance and repair of all WFF interior lighting systems.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.3.12 Emergency Lighting Systems to 600 Volts

**Introduction:** These systems provide life safety lighting including, but not limited to: emergency lighting units, exit lighting, stairwell and egress lighting. Emergency lighting systems must energize automatically upon loss of normal utility power or normal lighting. Light levels must be maintained to provide enough illumination to allow safe egress from the areas involved. Emergency lighting systems are defined to include, but not limited to: lamps, reflectors, ballasts, lens, diffusers, emergency power supplies, batteries, conduit, wiring and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide the operation, maintenance and repair of all WFF emergency lighting systems/fixtures.
- b. Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

## 3.4 Electronic Control Systems

### 3.4.1 Fire Detection System

**Introduction:** The alarm systems for fire detection are located at various facilities through out Wallops Flight Facility (WFF). Fire detection systems are defined to include, but are not limited to: fire protection system central alarm receiver, interface devices, fire alarm control panels, initiating devices, audible alarm devices, visual alarm devices, signaling circuitry, cable, auxiliary relays and devices, annunciator panels and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide 24 hours per day, 7 days per week operation, with maintenance and repair of fire detection systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the National Fire Protection Association Code (NFPA).
- b. Comply with all applicable NFPA, National Electric Code and NASA Safety Standard for Fire Protection (NSS 1740.11)

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.4.2 Fire Protection Systems

**Introduction:** The facility water, halon, carbon dioxide and FM-200 fire protection systems are located in various facilities through out WFF. Fire protection systems include, but are not limited to: piping, valves, sprinkler heads, booster pumps, wet pipe sprinkler systems, dry pipe sprinkler systems, air compressors, deluge systems, flow switches, tamper switches, pipe hangers and supports, fire hydrants, diesel and electric fire pumps and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide 24 hours per day, 7 days per week operation, with maintenance and repair of fire protection systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the NFPA Code.
- b. Comply with all applicable NFPA, National Electric Code and NASA Safety Standard for Fire Protection (NSS 1740.11)

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.4.3 Security Systems

**Introduction:** The alarm systems for security are located in various facilities through out WFF. Systems include, but are not limited to: power supplies, secure access switches, motion detectors, balance magnetic switches, capacitance detectors, vibration detectors, control panels, raceways, wiring and associated hardware.

**Requirement:** The Contractor shall:

- a. Provide 24 hours per day, 7 days per week operation, with maintenance and repair of security systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the NASA Security Handbook (1620.3).
- b. Comply with all applicable National Electric Code and NASA Security Handbook (1620.3) requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.4.4 Energy Management and Control System (EMCS) (Category 2)

**Introduction:** The energy management and control system (EMCS) is a distributed network of stand alone controls, which interface with two control consoles for monitoring and operator adjustment. The system is used to control and monitor a wide variety of equipment and processes. The EMCS central consoles serve as the central control point for real time monitoring, operation and management of facility systems and utilities throughout WFF. The EMCS is Johnson Controls Inc. METASYS, 9.01 version. The EMCS is connected to and controls building HVAC systems and monitors potable wells, sewage lift stations and electrical power. The system is defined to include, but not limited to: Network control modules, modem racks, RS485 racks, DX-9100 controllers, XT-9100 controllers, unitary controllers, air handling unit controllers, variable air volume controllers, DS-8500 controllers, electric power monitors, circuit integrators, radar frequency controllers, keyboards, monitors, printers, tape/disk drives, power protection devices, software, instrumentation, signal cables/wiring, telecommunications links, and associated equipment.

**Requirement:** The Contractor shall:

- a. Provide 24 hours per day, 7 days per week operation, with maintenance and repair of the EMCS during normal working hours. The Contractor shall respond to after hour trouble calls in accordance with Section 1.1.2 (Work Reception and Control). The Contractor shall provide the necessary support for factory upgrading of software and the addition of monitoring/control points in new facilities or systems throughout WFF. The Contractor shall provide staffing for the operation of all consoles, perform database management, backup to protect the software, real time management and notification of site utility outages/activities.
- b. Comply with NPG 8831.2, NASA Facilities Maintenance Management Guide.

**Standard:** Work performed on time in accordance with requirements and quality standards.

## 3.5 Mechanical

### 3.5.1 Heating, Ventilation, & Air Conditioning, and Refrigeration

**Introduction:** Heating, ventilation, & air conditioning (HVAC) and refrigeration systems include various types of equipment ranging from small water coolers to a 600-TON chill water loop system. The Contractor shall maintain all exhaust fans, which include but are not limited to those fans monitored by GSFC Industrial Hygienist. The inventory consists of more than 1200 serviceable air conditioning and refrigeration units and components that include but are not limited to: Air handling units, package a/c units, heat pumps, window a/c units, cold food bars, ice machines, refrigerators, chillers, pumps, dehumidifiers, humidifiers, motors, electronic air cleaners, freezers, control panels, cooling towers, exhaust fans and air-compressors.

**Requirement:** The Contractor shall:

- a. Maintain, service and repair all commercial and domestic air conditioning systems, units, and associated components relative to providing exhaust, climate control and/or refrigeration.
- b. Comply with all Federal requirements in maintaining, servicing, repairing and disposing of equipment containing CFC and HCFC (ozone depleting substances) refrigerants.
- c. Comply with equipment manufacturer specifications, National Building/Electrical/Plumbing Codes, Federal, NASA and local regulations.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.5.2 Mobile Cranes & Rigging

**Introduction:** Mobile Cranes include but are not limited to hydraulic rough terrain and truck cranes up to 65 ton capacity and conventional track crawler cranes up to 100 ton capacity.

**Requirement:** The Contractor shall:

- a. Perform specialized rigging and load lifting in support of O&M requirements and customer/tenant requirements.
- b. Also perform routine inspection, testing, maintenance, repairs and general preventive maintenance procedures on mobile and rigging equipment during normal working hours and on 24-hour call-in basis.
- c. Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9 and all applicable OSHA, ANSI and PCSA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.5.3 Fixed Cranes

**Introduction:** Fixed cranes include all overhead bridge, monorail, and chain hoists permanently installed in a fixed location.

**Requirement:** The Contractor shall:

- a. Perform specialized rigging and load lifting in support of O&M requirements and customer/tenant requirements.
- b. Perform routine inspection, testing, maintenance, repairs and general preventive maintenance procedures on all WFF fixed cranes during normal working hours and on 24 hour call-in basis.
- c. Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9 and all applicable OSHA standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.5.4 Elevators

**Introduction:** This section includes all personnel and service elevators located at WFF.

**Requirement:** The Contractor shall:

- a. Maintain, service, perform P/M and inspect all elevators at WFF.
- b. Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9, manufacturers' recommendations, OSHA and NASA safety standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.5.5 Heavy Equipment

**Introduction:** The Contractor shall provide operations and maintenance of specialized heavy equipment including but not limited to: Backhoes, front end loaders, excavators, bulldozers, motor graders, runway sweepers, vibratory compactors, dump trucks with snow plow and spreader capabilities and other various construction type equipment.

**Requirement:** The Contractor shall:

- a. Operate WFF specialized heavy equipment. The Contractor shall provide general equipment maintenance and repairs. This requirement may occur during normal working hours, on 24 hour call in basis, and at on-site and off-site projects.

- b. All equipment shall be maintained and inspected in conformance with all applicable industry and manufacturer standards and recommendations. Equipment shall be operated using the utmost safety precautions. Unscheduled response time shall be in accordance with trouble call requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.5.6 Welding

**Introduction:** Welding activities include but are not limited to welding of carbon steel, aluminum and stainless steel. Work is performed in the field and in the shop area.

**Requirement:** The Contractor shall:

- a. Provide welding services as required for the operation and maintenance of WFF and for tenants/customers.
- b. Comply with all applicable OSHA and ANSI safety standards. The Contractor shall supply welding services up to and including Section IX of the ASME Boiler and Pressure Code.

**Standard:** Work performed on time in accordance with requirements and quality standards.

## 3.6 Other Facility Systems

### 3.6.1 Structural

**Introduction:** Other facilities include the interior and exterior of buildings, and miscellaneous facilities components. Components include but are not limited to pavement, sidewalks, towers, concrete pads, parking areas, fencing, and retaining walls.

**Requirement:** The Contractor shall:

Maintain and repair facilities systems and components. Work performed shall ensure safe, reliable, and available facilities and shall comply with the NPG 8831.2, *NASA Facilities Maintenance Management Handbook* and BOCA standards.

- a. **Carpentry:** Carpentry work shall include the internal and external maintenance and repairs of approximately 500 structures and components. This includes, but is not limited to, doors, windows, floors, ceilings, finish trim, hardware, roofs, and exterior finishes.
- b. **Masonry:** Masonry work shall include the interior and exterior repair and maintenance of approximately 500 structures and components and approximately 650,000 sq. yds. of paved surfaces. This includes, but is not limited to, concrete pads, sidewalks, brick structures, foundations, pavement, concrete cutting and runway repair.
- c. **Painting/Finishing/Coating:** Painting work shall include, but is not limited to, the interior and exterior of approximately 500 structures and components, and 15 towers. Work includes preparation of surfaces, application of a wide variety of coatings and finishes, and fabrication of signage. Coatings shall be applied to walls, floors, ceilings, trim, roofs, building exteriors, runway and parking surfaces.
- d. **Cabinetmaking:** The cabinetmaker shall fabricate a wide variety of custom cabinets and building components. These shall include, but not limited to, desks, countertops and cabinets, frames, plaques, bookends, and custom built jogs and cases.
- e. **Sheetmetal:** The sheetmetal mechanic shall fabricate and modify sheetmetal components. This work is in support of all trades and includes but is not limited to ductwork flashings, trims, ventilation assemblies, and structural components.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.6.2 Mechanical Operated Doors

**Introduction:** There are 4 sets of Aircraft Hanger Doors and 175 mechanically operated overhead doors located at WFF.

**Requirement:** The contractor shall maintain, service, perform PM, and repair or replace damaged equipment or components on all mechanical operated doors. The PM and service shall be performed on a regular basis as determined by the manufacturer's requirements.

**Standard:** Work performed on time and in accordance with requirements and quality standards.

### 3.6.3 Air Compressors (non-HVAC type)

**Introduction:** There are specialized air compressors and dryer systems used at WFF to provide, but not limited to, regular shop air, paint spraying air, pneumatic controls, hydraulic controls, etc.

**Requirement:** The contractor shall provide PM procedures, maintenance and repairs and replacement of units or components as needed to maintain compressor and dryer systems in working order.

**Standard:** Work shall be performed to meet all ANSI and NASA standards for air compressor systems and shall meet quality standards.

### 3.6.4 Seawall Maintenance and Repair (IDIQ)

**Introduction:** Wallops Island has approximately 4 miles of armor stone seawall.

**Requirement:** The contractor shall use heavy equipment as needed to maintain and repair the seawall and seawall access roads.

**Standard:** Work shall be performed on time and in accordance with requirements and quality standards.

## 3.7 Utilities

### 3.7.1 Central Steam Plant

**Introduction:** The central steam plant houses 3 boilers ranging from 500HP to 700HP providing steam to 29 buildings. Equipment to be maintained includes but is not limited to boilers, pumps, valves, steam lines, etc. Historically, the after hours trouble desk and EMCS monitoring terminal has been located in the Central Heating Plant.

**Requirement:** The Contractor shall:

- a. Operate the central steam plant on a 24 hour per day, 7days per week schedule for approximately 215 days per year from early fall to late spring.
- b. Furnish all labor, supervision, tools, materials, transportation, and management necessary for the operation, monitoring, preventive maintenance, trouble calls, repair and overhaul of the Central Steam Plant (Building D-8) equipment, associated steam distribution and condensate return systems.
- c. Comply with all codes and regulations prescribed by the Navy Facilities Engineering Command, Atlantic Division, in NAVFAC-MO-205, Central Heating and Steam Electric Generating Plants, Volumes I through 5; and NAVFAC-MO-322, Inspection for Maintenance of Public Works and Public Utilities, Volume I shall apply.
- d. Comply with the WFF Boiler Plant O&M Manual.
- e. Monitor the fuel oil storage tanks daily for leaks, spills or repairs.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.2 Stand Alone Heating Plants

**Introduction:** Stand alone heating plants consist of small stand alone boilers and hot air furnaces. These include but are not limited to hot air furnaces, boilers, pumps and associated piping, fuel tank alarm systems, and burners.

**Requirement:** The Contractor shall:

- a. Continuously inspect, monitor, maintain, operate, and repair the 48 boilers and hot air furnaces located in various buildings at WFF.
- b. Comply with the manufacturer's recommendations, O&M manuals, P/M programs and procedures, and current predictive testing technology.
- c. Monitor the fuel oil storage tanks daily for leaks, spills or repairs.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.3 Water Plants

**Introduction:** Two water plants supply potable water for WFF. The water plants include but are not limited to pumps, high rise tanks, potable water, fire pumps, chlorine, flow meters and charts, testing, and state certification.

**Requirement:** The Contractor shall:

- a. Operate and maintain the water plants 24 hours per day, 7 days per week, 365(366) days per year.
- b. Operate the water plants in accordance with the current Virginia Dept. of Health permits for the Main base, Mainland and Island and comply with all local, state and federal regulatory requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.4 Wastewater Treatment Plants

**Introduction:** There are two wastewater plants. The wastewater treatment plant at the WFF Main Base also serves the Island by way of an interconnecting forced main. The Contractor shall also operate and maintain the wastewater treatment plant at the Chincoteague Coast Guard Station, Chincoteague Island, Virginia. The wastewater plants are defined to include but are not limited to pumps, lift stations, bi-filter, digester, grit remover, cummunators, primary clarifier, flow meters and charts.

**Requirement:** The Contractor shall:

- a. Operate and maintain the wastewater treatment plants and collection system 24 hours per day, 7 days per week, 365(366) days per year.
- b. Operate and maintain the wastewater treatment plants in accordance with the State approved O&M manual, the current VPDES permit, and comply with all local, state, and federal regulatory requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.5 Ground Water Remediation

**Introduction:** The ground water remediation system at WFF is defined to include but is not limited to pumps, tanks, piping, filters, clarifiers and chemical treatment equipment.

**Requirement:** The Contractor shall:

- a. Operate, maintain, perform compliance sampling and daily monitoring of all groundwater remediation systems, assuring replenishment of consumable supplies, such as chemicals and filters.
- b. Comply with the Corrective Action Plan submitted to the state of Va. by NASA.
- c. Comply with federal, state, and local environmental laws, regulations, directives, and rules pertaining to ground water remediation.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.6 Aviation Fuel Farm

**Introduction:** The aviation fuel farm supplies fuel for all Wallops Aircraft. The Contractor shall be responsible for monitoring and performing all tasks related to aircraft fueling services and associated maintenance and repairs at WFF. The aviation fuel farm consists of pumps, valves, piping and other associated components.

**Requirement:** The Contractor shall:

- a. Receive and monitor the off-loading of all incoming JP-5, JPTS, and aviations fuel via truck tankers.

- b. Disperse fuel to authorized transit and NASA aircraft.
- c. Off-load excess fuel from authorized aircraft
- d. Monitor and operate the computerized Fuel Management System which monitors fuel levels in all tanks and detects any possible leaks.
- e. Inspect the fuel farm for any minor routine maintenance needs.
- f. Periodically collect and prepare fuel samples for analysis of fuel purity.
- g. Initiate requests to industrial hygiene personnel for the recycling of waste fuels.
- h. Collect billing slips from customers and ensure job order numbers are valid and/or transit aircraft customers have valid billing addresses.
- i. Provide inventory management of fuels in fuel farm.
- j. Perform maintenance (including preventative maintenance) and repairs on all fuel farm equipment.
- k. Conduct the activities in accordance with approved work instructions and in conjunction with the Fuel Farm Manager. All services shall be performed in accordance with paragraph 420 of the GSFC-WFF Airport Operations Manual.
- l. Run leak tests on each tank at least once per week; documented current and historical data shall be available upon request. All leaks will be repaired immediately upon discovery.
- m. Perform preventative maintenance and necessary repairs to fuel farm components.
- n. Comply with NASA, Federal, State, and local environmental laws, regulations, directives, and rules pertaining to aviation fuel farms.

**Standard:** The activities will be conducted in accordance with approved work instructions and in conjunction with the Fuel Farm Manager. All services will be performed in accordance with paragraph 420 of the GSFC-WFF Airport Operations Manual. Tasks performed in accordance with time frames, quality standards and requirements specified, and documentation prepared as required.

### 3.7.7 RESERVED

### 3.7.8 Backflow Prevention

**Introduction:** There are 99 sites where backflow preventors are located at WFF.

**Requirement:** The Contractor shall:

- a. Perform maintenance and testing on all backflow preventors at WFF in accordance with the PM program.
- b. Comply with federal, Virginia Dept of Health, and local environmental laws, regulations, directives, and rules pertaining to backflow prevention.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### 3.7.9 Fire Protection Systems

**Introduction:** There are 3 – 10k gpm pumps on the Mainbase and 1 - 750 gpm on Wallops Island.

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**Requirement:** The contractor shall:

- a. Perform maintenance and testing of all fire pumps in accordance with the established PM (Preventative Maintenance) program.
- b. Comply with Federal, Commonwealth of Virginia Dept. of Health, and local environmental laws, regulations, directives, and rules pertaining to fire pumps.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.8 Change of Occupancy Services (IDIQ)**

**Introduction:** Change of occupancy of Navy family housing units includes but is not limited to all maintenance, repair/replacement and other work as required to make a vacant family housing unit ready for the next resident. Work may include replacement of floor coverings.

**Requirement:** The Contractor shall:

- a. Provide change of occupancy services beginning at 8:00 a.m. on the first Contractor workday following the final termination inspection by the Government. Change of occupancy services shall include interior painting, plumbing, HVAC, electrical, carpentry and making necessary repairs/replacements. The Contractor shall also repair or replace damaged, inoperative, or missing interior accessories including but not limited to paper holders, door bells, soap trays, smoke detectors, door stops, light fixtures, globes and mini-blinds.
- b. Comply with the NPG 8831.2, *NASA Facilities Maintenance Management Guide*, and BOCA standards. All work shall be completed within five (5) Contractor working days after the change of occupancy period begins.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.9 Pest/Nuisance Vegetation Management and Animal Control**

#### **3.9.1 Pest Management**

**Introduction:** Control of pests and nuisance vegetation at WFF includes but is not limited to control of weeds on sidewalks, runways and paved surfaces and pests (insect type) in or around the interior and exterior of facilities.

**Requirement:** The Contractor shall:

- a. Provide an integrated pest and vegetation control plan to control pests and nuisance vegetation at WFF, and shall implement approved plan.
- b. All pesticides (herbicides, insecticides, etc.) used by the Contractor shall be registered with the EPA. No pesticides are to be applied without the prior approval of the Navy Pest Management Coordinator (Navy areas) or the CO (NASA areas). All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used and have it readily available for the CO's inspection at all times.

- c. Comply with all applicable Federal, State and NASA safety standards for the application, storage and disposal of pesticides and herbicides.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.9.2 Animal Control (IDIQ)**

**Introduction:** Animal control, in this section of the SOW, defines non-insects such as deer, snakes, birds, raccoons, skunks, cats, dogs, and any and all other rodents or animals.

**Requirement:** The Contractor shall:

- a. Be responsible for the general control of the "natural inhabitants of the WFF" and other unleashed animals when they become injured, entrapped, or become a nuisance or hazard to WFF employees and visitors.
- b. Coordinate with local animal authorities in the capture and removal of animals and report to the Government of all actions taken.

**Standard:** All requirements are performed accurately, in a timely manner, and in accordance with all references, directives, and SOPs.

### **3.10 Salvageable Materials and Debris**

**Introduction:** Excess salvageable equipment and material includes but is not limited to obsolete or damaged equipment and materials which have salvageable value as determined by the Government.

**Requirement:** The Contractor shall:

- a. Dispose of all excess salvageable equipment and material in accordance with GSFC Handbook 4300.6. The Contractor shall procure a permit from the local Accomack County Landfill to discard debris related to work at WFF.
- b. Comply with all applicable NASA, Federal, State, and local waste disposal laws and regulations.

**Standard:** Work performed on time in accordance with requirements and quality standards.

#### 4.0 CONSTRUCTION SERVICES

##### 4.1 General Information

##### 4.2 Construction (IDIQ)

##### 4.3 Project Support (IDIQ)

##### 4.4 Remote Site Support (IDIQ)

#### **4.0 CONSTRUCTION SERVICES**

##### **4.1 General Information**

**Introduction:** Services are for large repairs/replacements not covered by the Operations & Maintenance budget and Service Requests greater than \$2,500 on an as needed basis by approval of the CO. Services are IDIQ which include but are not limited to modifications to office buildings, shops, laboratories, storage and utility buildings. Tenant facilities and other structures are included. Services are also required for R&D project support.

##### **4.2 Construction (IDIQ)**

**Requirement:** The Contractor shall:

- a. Designs (plans, estimates and specifications) shall be developed by qualified designers as per section 2.6.1, 2.6.1.1, and documentation shall conform to requirements of section 2.2.3
- b. Perform major repair, removal, relocation, modification, and installation services by task order. The Contractor shall, within 15 days of receiving the requirement, submit to the Contracting Officer for approval, on paper or electronically, the plans and estimates of work procedures, materials schedules, RCM/PT&I plan, and a QC plan to complete task orders in accordance with this SOW and additional instructions, drawings, and information provided.
- c. Upon approval of the task order, the Contractor shall stage materials at a place approved by the CO before beginning work. Careful consideration shall be given to energy conservation and aesthetics. The Contractor shall determine the availability of materials. The work plan and estimate shall be approved by the CO before work implementation. If substitute materials are to be used, a sample of the substitute material, or sufficient technical information to assure compliance with original plans, shall be presented to the CO for approval.
- d. Within 15 days of the completion of a task order, the Contractor shall, on paper or electronically, provide to the CO the original work requirement with customer and lead shop supervisor signatures, as-built drawings, Real Property records, copies of PRs and stock requisitions, QC report, and explanation of variations.
- e. Protection shall be provided by the Contractor for buildings, their contents and occupants wherever work under this contract is performed. The Contractor shall be responsible for moving and repositioning furnishings in the course of performing work. Equipment that cannot be moved must be protected in place. All work shall be coordinated with the occupants/users.
- f. Unless otherwise noted on drawings or specified, new or altered work shall correspond in all respects to similar existing conditions, in material, workmanship and finish. Structural members shall not be cut or altered without authorization of the CO.

**Standard:** The Contractor shall adhere to the plans and/or specifications developed by O&M planners, and/or the engineering group and comply with the NASA Commissioning Guide requirements for PT&I/RCM. The Contractor shall comply with OSHA Standards, equipment manufacturer specifications, National Building/Electrical/Plumbing Codes, Federal, State, NASA and local regulations. In all instances, if there are differences in codes, the most stringent is to be applied.

##### **4.3 Project Support (IDIQ)**

**Introduction:** During certain stages of missile preparations, launches, and other special research projects, personnel are stationed at designated locations at WFF to make emergency adjustments and repairs as required to run generators, operate equipment, and switch equipment in the event of equipment malfunctions.

**Requirement:** The Contractor shall provide project support to meet schedule and requirements as requested by task order.

**Standard:** The Contractor shall comply with OSHA Standards, equipment manufacturer specifications, National Building/Electrical/Plumbing Codes, Federal, State, NASA and local regulations. In all instances, if there are differences in codes, the most stringent is to be applied.

#### 4.4 Remote Site Support (IDIQ)

**Introduction:** Support may be required by task order at remote sites world wide to provide assistance during certain stages of missile preparations, launches, and other special research projects, where personnel are stationed at designated locations to make emergency adjustments and repairs as required to run generators, operate equipment, and switch equipment in the event of equipment malfunctions. In addition, the Contractor shall provide minor construction of concrete pads, shelters, etc. at these remote sites.

**Requirement:** The Contractor shall perform remote site support to meet schedules and requirements by task order request.

**Standard:** The Contractor shall comply with OSHA Standards, equipment manufacturer specifications, National Building/Electrical/Plumbing Codes, Federal, State, NASA and local regulations. In all instances, if there are differences in codes, the most stringent is to be applied.

## 5.0 GROUND MAINTENANCE SERVICES

- 5.1 General Information (IDIQ)
- 5.2 Lawn Cutting (IDIQ)
- 5.3 Field Cutting (IDIQ)
- 5.4 Field Cutting (Island) (IDIQ)
- 5.5 Wooded Areas (IDIQ)
- 5.6 Paved Or Blacktop Surfaces (IDIQ)
- 5.7 Miscellaneous Grounds Services (IDIQ)
- 5.8 Snow and Ice removal (IDIQ)

## **5.0 GROUND MAINTENANCE SERVICES**

### **5.1 General Information (IDIQ)**

**Introduction:** Grass cutting is normally performed from mid April through mid October. Other services are required twelve (12) months per year. These services shall include, but not be limited to lawn cutting, field cutting, control of weeds on any paved or blacktop surface, tree removal, weed and grass control around runway lights, erosion repairs, and other miscellaneous grounds maintenance services. The Contractor will be provided suitable space for equipment, materials, supplies and storage.

**Requirement:** The Contractor shall:

- a. Provide grounds maintenance services at WFF for NASA and tenant organizations on the main base, mainland, causeway, and island. Tenant facilities include the Coast Guard and Navy facilities and housing on the main base, the Navy facilities on Wallops Island, and the Coast Guard facilities on Chincoteague Island. No pesticides (herbicides, insecticides, etc) are to be applied to Navy areas without the prior approval of the Navy Pest Management Coordinator.
- b. Respond by taking appropriate action on task assignments within forty-eight (48) hours after notification by the CO of task assignment and shall respond to emergency task assignments within two (2) hours.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **5.2 Lawn Cutting (IDIQ)**

**Introduction:** Mow lawns on the main base.

**Requirement:** The Contractor shall at the direction of the CO, mow 260 acres of lawns in seven (7) working days including policing, trimming, cleaning sidewalks and edging. This area shall be cut to a height of one (1) inch for NASA lawns and three (3) inches on Navy lawns.

**Standard:** Lawns are mowed in accordance with the IDIQ task order.

### **5.3 Field Cutting (IDIQ)**

**Introduction:** Mow field areas on the main base.

**Requirement:** The Contractor shall mow 613 acres of field area as required. Mowing shall be performed within 30 working days of receiving the task order. Policing and trimming fields shall be considered part of the mowing operation. This area shall be cut to a height of 6 inches or less for NASA and Navy field areas.

**Standard:** Field areas are mowed in accordance with the IDIQ task order.

### **5.4 Field Cutting (Island) (IDIQ)**

**Introduction:** Mow field areas on Wallops Island.

**Requirement:** The Contractor shall at the direction of the CO mow 195 acres of field area on Wallops Island, the roadway shoulders of

the causeway, and the mainland radar sites. Policing and trimming fields shall be considered part of the mowing operation. This area shall be cut to a height of two (2) inches for NASA property and four (4) inches around Navy facilities.

**Standard:** This area shall be cut in accordance with the requirements and task order.

#### 5.5 Wooded Areas (IDIQ)

**Introduction:** Mow wooded areas on main base.

**Requirement:** The Contractor shall mow eighty-six (86) wooded acres on the main base. Policing and trimming woods shall be considered part of the mowing operation. This area shall be cut to a height of two (2) inches.

**Standard:** This area shall be cut in accordance with the IDIQ task order.

#### 5.6 Paved Or Blacktop Surfaces (IDIQ)

**Introduction:** There are 1.4 million square yards of paved surfaces at WFF. The Contractor shall control weeds and grass in the joints of pavement. See also Section 3 for additional pesticide use, documentation and reporting requirements.

**Requirement:** The Contractor shall at the direction of the CO control weed and grass growing in joints or cracks in pavement at WFF. The Contractor shall comply with all applicable Federal, State, NASA and Navy safety standards for the application, storage and disposal of herbicides. All herbicide applications shall be appropriately certified by the Commonwealth of Virginia. Pesticides used on Navy property will be documented and approved by the CO in accordance with ACSCINST 6250.1 prior to application.

**Standard:** Weeds are controlled in accordance with the IDIQ task order and required approvals are obtained and documented.

#### 5.7 Miscellaneous Grounds Services (IDIQ)

**Introduction:** Miscellaneous grounds services include but are not limited to: irrigation, seeding, cultivating, fertilizing, pruning, cutting, trimming, applying insecticides, pesticides, maintaining flower beds and flower boxes, and planting shrubs, bushes, hedges, and trees, as well as repairing potholes, fence line maintenance, raking leaves, cleaning sewage sludge beds, cleaning existing drainage ditches, or digging new ones, policing grounds, picking up dead animals, and tree cutting and stump removal.

**Requirement:** The Contractor shall provide miscellaneous grounds services and shall document all work. The Contractor shall comply with all applicable Federal, State and NASA safety standards for the application, storage and disposal of pesticides and herbicides.

**Standard:** Work performed on time in accordance with requirements and quality standards.

#### 5.8 Snow and Ice removal (IDIQ)

**Introduction:** When snow and ice accumulates on roads and surfaces including parking lots, sidewalks, steps, and entrances the Contractor shall provide snow/ice removal following prescribed procedures. Snow and ice removal shall include handwork as well as the use of mechanical equipment, i.e., snowplows, sand spreaders, blowers or other equipment that the Contractor considers necessary. Government furnished equipment available for the Contractor's use is identified in Attachment J.

**Requirement:** The Contractor shall:

- a. Purchase and ensure that sufficient quantities of sand, salt, and other ice melting consumables are on hand for the snow and ice season in anticipation of inclement weather and unsafe conditions. The Contractor shall ensure that the snow and ice equipment intended for use is in an acceptable state of readiness, materials are on hand, and personnel are available to promptly and effectively remove and/or treat the surfaced areas at WFF for snow and ice immediately when they are required. The Contractor shall monitor weather conditions and coordinate all snow and ice removal operations preparations with the Contracting Officer in accordance with the existing WFF Snow Removal Plan.
- b. At least four (4) hours prior to a forecasted snow or ice storm the Contractor shall contact authorities prescribed in the WFF Snow Removal Plan and thoroughly understand the scope, timing and intensity of the forecasted storm. This information shall be clearly telephonically communicated to the Contracting Officer at that time, and then updated at timed intervals thereafter.
- c. Before or concurrently with Requirement 5.8.b., the Contractor shall review the WFF Snow and Ice Removal Plan and, considering the prescribed procedures, provide to the Contracting Officer a prioritized order and estimated schedule for snow and ice removal operations, and identification of any special circumstances known to the Contractor that may impact on the snow removal operations (such as a known VIP visit or meeting requiring prioritized, early clearance of a particular parking lot).

- d. Following the procedures prescribed in the WFF Snow Removal Plan, commence snow removal operations. This service shall include the sanding and salting of all areas and shall continue until all paved surfaces are clear of accumulated snow; there are no blockages of driveways, sidewalk accesses, and parking lot entrances; there is clear access to safety and emergency systems such as fire hydrants and handicap ramps; and the Contracting Officer concurs with the Contractor that the Center is safe for vehicular and pedestrian traffic.
- e. Remove snow or ice from sidewalks, steps and entrances prior to 0800 unless notified by CO to perform this service at other times. The Contractor shall provide and apply sand and calcium chloride to start thawing action and to prevent slipping.
- f. Remove ice and snow from the roads, parking lots, dumpster pads, handicap ramps, aircraft ramps, taxiways and other surfaced areas following the procedures prescribed in the WFF Snow Removal Plan.
- g. Provide preventive measures against ice in conjunction with snow removal operations. This includes the dispersal of sand, salt and/or other chemicals as well as scraping or taking other manual or mechanical measures during and immediately following snow removal to minimize ice accumulation and buildup and the hazards of slipping, sliding, skidding, or otherwise causing damage to vehicles, Government property or injury to personnel.
- h. Situations not immediately associated with snow removal where ice treatment is required, such as snow thaw and freeze conditions and water run-off freezing during cold temperatures, shall be ordered separately.

- **Standard:** Conditions defined by Section 5.8.b are clearly communicated to the Contracting Officer complete and within the required time frames. Snow and ice removal operations are coordinated and prioritized. Snow and ice are removed from surfaces and surfaces are appropriately treated when required and in accordance with the WFF Snow and Ice Removal Plan.

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## 6.0 CUSTODIAL SERVICES AND SOLID WASTE

- 6.1 General Information
- 6.2 Restrooms
- 6.3 Dusting/Cleaning
  - 6.3.1 Low Dusting/Cleaning
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- 6.4 Floor Cleaning
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- 6.7 Dormitories
- 6.8 Cafeteria/Exchange/Williamsburg Room/Training Room, E-2
- 6.9 Management Education Center
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- 6.12 Telecommunication Facility Building
- 6.13 Miscellaneous Cleaning
  - 6.13.1 Drinking Fountains
  - 6.13.2 Elevators
  - 6.13.3 Blinds
  - 6.13.4 Glass
  - 6.13.5 Convenience Sinks in Office/Shop Mess Areas
  - 6.13.6 Chalkboards and White Boards
- 6.14 Solid Waste

## **6.0 CUSTODIAL SERVICES AND SOLID WASTE**

### **6.1 General Information**

**Introduction:** Custodial services for NASA Wallops Flight Facility (WFF) occurs during, but not limited to, the hours of 0600 and 1600. NASA requires services for approximately 51 buildings on the Main Base, 30 Buildings on Wallops Island, and 8 buildings on the Mainland site of the Island (hereinafter referred to as the Mainland). These buildings include approximately 460,556 sq. ft. of office areas, 354,133 sq. ft. of shop and computer areas, 110,626 sq. ft. of storage area, and 21,500 sq. ft. of rest rooms. Staffing at WFF consists of approximately 1200 personnel. Approximately ten percent of the office area is carpeted.

Custodial services are also required for the Visitor Information Center, buildings J-17, J-20, and J-93 between the hours of 0700 and 1000 and between the hours of 1300 and 1430, Thursday through Monday from September 4 through June 25, and 7 days per week from June 26, through September 3. The square footage for these buildings are included in the square footage listed above. Services are also required on three (3) Government Holidays per year, Memorial Day, July 4, and Labor Day.

The Contractor shall provide cleaning services for the NASA Cafeteria/Exchange, building E-2 between the hours 2030 and 2230, Monday through Friday. Custodial services shall also be provided for the Telecommunication Facility, building N-162 between the hours of 1000 and 1300, Monday through Friday, and between the hours of 1430 and 1530, seven days per week including holidays.

The Contractor shall also provide cleaning services and materials to the Surface Combat Systems Center (SCSC), buildings R-23, R-25, R-30, Q-29, V-10, V-20, V-24, and U-90 between the hours 0600 and 1430 five days per week excluding holidays. These buildings include approximately 181,950 sq. ft. of office, shop, rest rooms, hallways, entrances, and computer areas. Navy Housing Area, Q-1 through Q-

28, and Q-31 through Q-53 shall be cleaned by the Contractor. Approximately 95% of the office area is carpeted.

Services that will normally be required shall include, but not be limited to the following: All dusting, washing, mopping, scrubbing, polishing, wiping, vacuuming, shampooing, stripping, waxing, buffing, and trash removal of all areas designated.

Intrusive floor care operations (stripping, waxing, buffing, carpet shampooing) are to be performed outside of normal working hours (0700 – 1600 hrs).

WFF provides solid waste removal for the NASA facility, Navy, and National Oceanographic and Atmospheric Administration (NOAA) Command and Data Acquisition Station. The services for NASA and Navy facilities will consist of removal of Solid Waste from the Main Base, Mainland, and Wallops Island. All containers shall be emptied between 0800 and 1600 Monday through Friday.

## 6.2 Restrooms

**Introduction:** The Contractor will provide cleaning services for approximately 215 NASA rest rooms and 20 Navy rest rooms at WFF.

**Requirement:** The Contractor shall inspect, replenish supplies, clean, and disinfect all rest rooms, once per day, 5 days a week, Monday through Friday. All waste containers shall be emptied, disinfected and plastic liners replaced.

### a Toilet Cleaning

The Contractor shall clean all toilets. Toilet cleaning includes wiping and brushing the inside and outside of toilets with an all-purpose synthetic detergent or soap solution. The Contractor shall remove stains, deposits, and dirt. The Contractor shall clean as far as possible into the toilet traps, thoroughly clean around the inside rim of the toilet bowls, and clean the toilet seats. The Contractor shall flush the toilets to rinse the inside of the toilet bowls of all debris and cleaning solution. The Contractor shall use and provide odor control chemicals or devices approved by the CO for each toilet.

**Standard:** A clean toilet is a toilet that has been disinfected and is free of all deposits, stains, dust, hair, streaks, marks, film, and odor.

### b Urinal Cleaning

The Contractor shall clean all urinals in the same manner as toilets. The Contractor shall use and provide odor control chemicals or devices approved by CO for each urinal. Any odor control devices shall be maintained and replaced to remain functional and present a clean appearance.

**Standard:** A clean urinal is a urinal that has been disinfected and is free of all deposits, stains, dust, hair, streaks, film, and odor.

### c Cleaning Sinks and Washbowls

The Contractor shall clean all sinks and washbowls. This includes cleaning countertops. The Contractor shall remove grease and other dirt with an all-purpose synthetic detergent or soap solution. The Contractor shall remove stains with scouring powder. The Contractor shall clean chromium-plated hardware with care so that the finish is not damaged.

**Standard:** A clean sink or washbowl is a sink or washbowl that has been disinfected and is free of all deposits, stains, dust, dirt, hair, streaks, grease, film, and odor.

### d Cleaning Rest Room Floors

The Contractor shall clean rest room floors. The Contractor shall thoroughly scrub the areas immediately around urinals and toilets. The Contractor shall clean, sweep/dust mop, vacuum, and mop with a disinfectant.

**Standard:** A clean rest room floor is a rest room floor (including tile and grout) that has been disinfected and is free of deposits, stains, dust, dirt, streaks, hair, grease, film, and odor in all areas.

### e Spot Cleaning Rest Room Walls and Ceilings

The Contractor shall spot clean rest room walls and ceilings including perimeter walls, tiles walls, partitions, and woodwork. The Contractor shall clean walls and ceilings with all-purpose synthetic detergent or soap and rinse them with clean, clear water. The

Contractor shall spot clean walls and ceilings of deposits, stains, and marks as they appear.

**Standard:** A clean rest room wall or ceiling is a rest room wall or ceiling that has a uniformly clean appearance and is free of deposits, dirt, dust, hair, film, streaks, and odor in all areas.

f Cleaning and Refilling Dispensers

The Contractor shall supply, install, and maintain wall mounted soap, paper towel, feminine hygiene product, and tissue dispensers. The Contractor shall clean and refill paper towel, toilet paper, toilet seat cover, sanitary napkin, tampon, and soap dispensers. The Contractor shall clean and check soap dispenser nozzles to make sure they operate properly. The Contractor shall not overfill paper towel or soap dispensers to ensuring proper operation.

**Standard:** A clean dispenser is a dispenser free of dirt, dust, streaks, deposits, build-ups, and odor. A refilled dispenser is a dispenser containing its intended contents to its full capacity, but not overfilled.

g Cleaning Mirrors

The Contractor shall clean mirrors. The Contractor shall not use ammonia or products containing ammonia to clean mirrors.

**Standard:** A clean mirror is a mirror with all surfaces free of streaks, films, deposits, stains, and odor. A clean mirror has a uniformly bright appearance and adjacent surfaces have been wiped cleaned.

h Cleaning Showers

The Contractor shall clean all showers. This includes enclosures, curtains, tiled walls, showerheads, soap dishes, and faucets. The Contractor shall remove soap residue, stains, deposits, and other dirt with an all-purpose synthetic detergent, scouring powder, or soap solution. The Contractor shall clean chromium-plated hardware with ease so that the finish is not damaged. The Contractor shall notify the CO when new shower curtains/liners require replacement.

**Standard:** A clean shower is a shower that has been disinfected and is free of all deposits, stains, dirt, hair, streaks, grease, film, and odor.

### 6.3 Dusting/Cleaning

**Introduction:** Dusting/cleaning services include removing dust, lint, litter, bugs, and other foreign matter from all horizontal and vertical surfaces. Dusting/cleaning consists of two types, Low and High and shall include the following:

#### 6.3.1 Low Dusting/Cleaning

**Requirement:** The Contractor shall remove, from exposed areas, all dust, lint, litter and other foreign materials from all horizontal and vertical surfaces of tables, chairs, file cabinets, book cases, baseboards, ledges, doors, piping, radiators, convectors, shelving, trim, walls, frames, hvac louvers, horizontal and vertical blinds, windowsills, diffusers, grills, corners, behind doors, and return-air vents every 30 days for NASA facilities and once per week for Navy facilities. Cleaning/polishing will be performed on wood furniture, fixtures, walls, and vestibule doors with an approved wood cleaner, oil, and/or polish. Treated clothes shall not be used on glass surfaces. Walls, doors, and partitions shall be wiped clean (including glass in partitions and doors) to a height of 7'0" above floor level. The Contractor shall not dust typewriters, adding machines, personal computers, and similar equipment. The Contractor shall provide a low dusting/cleaning schedule to the CO.

**Standard:** Low dusting/cleaning shall be performed in accordance with the above requirements and approved schedule. When properly cleaned, all areas to be dusted shall be free of dust, soil, cobwebs, bugs, trash, refuse and any other foreign material with no streaks. Corners, crevices, moldings, and edges shall be free of all dust.

#### 6.3.2 High Dusting/Cleaning

**Requirement:** The Contractor shall remove all dirt, soil, bugs, cobwebs, and other foreign matter from items, corners, and from horizontal and vertical surfaces (including fixtures) up to 12 feet in height and lobbies, entrances, and stairwells exceeding 12 feet in height once a year. If during the cleaning/dusting process any adjacent areas become contaminated with foreign mater, including dust, dirt or cleaning product residue, those areas shall also be cleaned. All items moved to accomplish this task shall be returned to their original position. The

Contractor shall provide a High Dusting/Cleaning schedule to the CO.

**Standard:** When properly cleaned, all dusted surfaces shall be clean and have a uniform appearance, free of any dust, dirt, debris, streaks, and smudges.

#### 6.4 Floor Cleaning

**Introduction:** The Contractor shall provide floor maintenance for all floors including carpeting, ceramic tile, concrete floors, and computer floors. The maintenance of the floors shall include vacuuming, shampooing, damp mopping, monitoring and spot cleaning, machine scrubbing, stripping, and waxing. All floor care shall be done on the second shift, except for emergencies.

##### 6.4.1 Vacuuming (Including Entrance Mats)

**Requirement:** The Contractor shall remove all loose dirt, soil, debris, and other foreign matter, including areas under desk, work stations, tables, chairs, radiators, and other furniture and equipment every Monday, Wednesday, and Friday at NASA Facility and Monday through Friday at the Navy Facility. Prior to vacuuming all debris such as paper clips, shavings, etc., shall be removed. Existing carpet type entrance mats shall also be vacuumed and moisture removed from underneath. All items moved to accomplish the task shall be returned to their original position.

**Standard:** Vacuuming shall be accomplished in accordance with the requirement above. At the end of the cleaning cycle, floors and mats shall be free of all visible dust, dirt, cobwebs, grit, lint, debris, and other foreign matter in corners, behind doors, etc.

##### 6.4.2 Carpet Shampooing (including entrance mats)

**Requirement:** Carpets and mats shall be spot cleaned prior to shampooing to remove all spots, stains, tar, gum, etc., using chemical solvents to remove embedded soil, stains, dirt or other foreign matter every six months or as requested by CO for NASA and Navy facilities. Moveable furniture, desks, equipment, etc. shall be moved and the area shampooed every six months. All work shall be accomplished in accordance with carpet and cleaning material manufacturer recommendations. The Contractor shall repair/replace damaged areas at no additional cost to the Government resulting from improper cleaning techniques. If adjacent areas, walls, baseboards, doors, furniture becomes marred or splashed with carpet cleaning solution, those areas shall also be cleaned. The Contractor shall provide a Carpet Shampooing schedule to the CO. Adjustment to the cleaning schedule may be made with the approval of the CO. All items shall be returned to their original positions.

**Standard:** Carpets shall be shampooed in accordance with the above requirements and the approved schedule. At the end of the cleaning cycle, the carpeted areas shall be free of dirt, soil, stains, and foreign matter and have a bright uniform color. Carpets shall be free of any cleaning residue and removable stains and shall present a clean and uniform appearance.

##### 6.4.3 Monitoring and Spot Cleaning Carpets

**Requirement:** The Contractor shall monitor and spot clean all floors every 30 days. The Contractor shall remove all gum, tar or other foreign matter affixed to the surface via suitable hand tools. While monitoring, the Contractor shall inspect for and clean all spots as they are identified. Any carpet tears, raveling, etc., shall be reported to the CO. The Contractor shall provide a Monitoring and Spot Cleaning schedule to the CO.

**Standard:** All monitoring and spot cleaning shall be accomplished in accordance with the approved Schedule. After monitoring and spot cleaning, all floor surfaces shall be accomplished in accordance with the approved schedule and have a uniform appearance, free of streaks, spots, and cleaning residue.

##### 6.4.4 Damp Mopping

**Introduction:** The Contractor shall use water or a water/detergent solution with a mop, mop bucket and wringer to remove dirt, soil, liquid or foreign matter from all hard and uncarpeted floor surfaces at WFF prior to damp mopping, floor areas shall be free of dirt and debris.

**Requirement:** The Contractor shall damp mop all hard and uncarpeted floor surfaces at WFF to remove dirt, soil, liquid or foreign matter which dusting/cleaning has not removed, soil, spots, smudges, and any other foreign matter. Prior to damp mopping, floor areas